Pāhana Kīpaepae
1:1 iPad
Student and Parent Handbook

Kamehameha Schools Hawaiʻi
Kula Haʻahaʻa
2013-2014
Hale Pāhana Kīpaepae

Hale Pāhana Kīpaepae (HPK) is the place students K-8 and parents go when they have concerns about their school issued iPads®/computers. It is located in the Charles Reed Bishop Learning Center. Hale Pāhana Kīpaepae refers to the stone platform or steps in front of the entrance to a house. In our case, the devices act as stepping stones to support students in their learning. Our logo, seen below, was designed by Kyle Santos, our Hale Pāhana Kīpaepae Coordinator.

Contact Information

For general information, questions, or to report a lost/stolen iPad please contact: Hale Pāhana Kīpaepae at hpkk8@ksbe.edu or 982-0820

For questions regarding this handbook, please contact: Liana Iaea Honda, Vice Principal – lihonda@ksbe.edu or 982-0251

Statement on the Handbook

This handbook provides parents and students with policies and guidelines regarding our 1:1 iPad project. This handbook supersedes any prior handbooks. The statements and policies in this handbook do not represent any kind of contract between parents and Kamehameha, nor do they create or confer any legal rights. Kamehameha needs to be flexible in order to keep pace with changing laws and requirements affecting and applicable to the goals and operations of Kamehameha. Because of that, this handbook may be modified, suspended or revoked at any time without notice and without taking into consideration custom or prior practices. Parents are encouraged to consult with the schools’ administration if they have any questions about this handbook, need an update, or need further information about a specific policy or rule discussed in this handbook. Parents are expected to be familiar with all information contained in the handbook.

iPad® is a registered trademark of Apple Inc.
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Overview

In the school year 2013-2014, Kamehameha Schools Hawai‘i Kula Ha‘aha‘a will offer every student an expanded set of new learning opportunities for both collaborative and self-directed learning. With a personal iPad every student will:

• possess an integral learning tool to enhance the 21st century skills required to excel and compete globally.
• be empowered by and engaged with the curriculum.
• increase his/her knowledge and understanding of technology.
• become constructors and designers of information and ideas.

Vision

Mōhala i ka wai ka maka o ka pua.

Kamehameha Schools Hawai‘i Kula Ha‘aha‘a promotes and utilizes Hawaiian perspectives to empower its students, faculty, and staff to thrive as:

• Critical Thinkers
  o I can plan, research, analyze, solve problems, make informed decisions and be a digitally literate citizen.

• Effective Communicators
  o I can share information and ideas successfully and effectively with a variety of audiences.

• Actively Engaged Learners
  o I can take ownership of my learning as a self-directed learner.

• Agents of Change
  o I can use technology to produce original work and solve problems in order to impact the world in a positive way.

• Risk Takers
  o I can take risks by using technology in a variety of ways.

with the purpose of building relationships and collaborating with a global community to enrich the world.
Student Mobile Device Guidelines

Terms of Use

Terms
Each student will be issued an iPad and accessories for educationally appropriate purposes. He/she shall comply at all times with the KSH Kula Ha’aha’a Student Technology Acceptable Use Agreement, the 1:1 iPad Student and Parent Handbook, as well as the Student Technology Guidelines as they appear in the Student and Parent Handbook. Any failure to comply may terminate his/her rights of possession effective immediately and a KSH Kula Ha’aha’a administrator may repossess the iPad and accessories immediately. KSH Kula Ha’aha’a staff reserve the right to conduct random periodic inspections to enforce the 1:1 expectations as explained in this handbook.

Ownership
The iPads are the legal property of Kamehameha Schools. Student’s right of possession and use is limited to and conditional upon his/her full and complete compliance with the Student Technology Acceptable Use Agreement and the 1:1 iPad Student and Parent Handbook.

Troubleshooting, Damage, and Repairs
Student iPads that have been damaged should be taken to the Hale Pāhana Kīpaepae (HPK) with a completed iPad Repair Form between 7:00 a.m. and 3:10 p.m. Students should take care of repairs before school, after school, or during the school day with permission from their teacher. Hale Pāhana Kīpaepae personnel will troubleshoot, and/or request for repair of the iPad.

- If the damages require repair due to negligence, students will be asked to complete an incident report and the Vice Principal will investigate the matter further.
- If the repair requires the iPad to be sent out for service, every effort will be made to provide a loaner until the student’s iPad is available.

Loss
If the assigned iPad is lost, the student will need to file an incident report at the Hale Pāhana Kīpaepae. After investigation, the student and his/her family may be deemed responsible for the fair market value of the iPad on the date of loss. Lost iPads must be reported to the Hale Pāhana Kīpaepae by the next school day after the occurrence.

Theft and Vandalism
In case of theft, vandalism, and other criminal acts, a police report MUST be filed by the student’s parent/guardian within 48 hours of the occurrence.

- Students/Parents/Guardians are responsible for paying the reasonable cost of repair for vandalized iPads, as determined by KSH Kula Ha’aha’a.
- If the iPad is lost, students/parents/guardians are responsible to pay for the fair market value to replace the iPad, as determined by KSH Kula Ha’aha’a.
• If the iPad is stolen the student must report the theft to the Hale Pāhana Kīpaepae by the next school day and must have filed a police report.
• NOTE: In any case of damage, loss, theft, or vandalism, students will complete an incident report for parent/guardian signature and review.

Repossession
Students must turn in their assigned iPad/accessories and pay all outstanding fees before the end of the school year. If, during the school year, students do not fully comply with all terms of the KSH Kula Haʻahaʻa Student Technology Acceptable Use Agreement and the iPad Learning Guidelines, including the timely return of the property, the school shall be entitled to declare the student in default and arrange to take immediate possession of the iPad.

Term of Agreement
Student’s right to use and possess the iPad terminates before the last official student day of the current school year, unless he/she is released earlier from Kamehameha Schools Hawaiʻi Kula Haʻahaʻa.

Home use at any time during the school year is at the discretion of school administrators. Students are required to obtain administrator’s pre-approval BEFORE taking his/her iPad home.

Appropriation
Any failure to return the iPad in a timely manner and/or the continued use of the iPad for non-school purposes without the School’s consent may be considered unlawful possession of Kamehameha Schools Hawaiʻi Kula Haʻahaʻa property.

Financial Hardship
If any administered fee creates a financial hardship on the parent/guardian, please contact the Kula Haʻahaʻa Vice-Principal about available options. Upon proof of financial hardship, the school may elect to:

• allow reduced payment of the fee.
• allow student to conduct community service equal in value to the fee.
• allow a combination of reduced payment and community service.

Use During School Breaks
Under normal circumstances, iPads remain in school during fall, winter and spring break periods. In the event home use during school breaks is available, students may take their iPads home provided they are in good standing (i.e. no iPad violations, successful completion of iPad assessments, no conduct probation) and at the discretion of administration.
Communication

Email
• Students must not use their school email account for school-related activities.
• Students are able to access email from home using http://www.outlook.com/imu.ksbe.edu
• The use of e-mail to communicate obscene, threatening, offensive, and all other inappropriate material is strictly prohibited.

Web 2.0 Tools
• Students are not to use KS iPads and/or accounts (email address) to register and/or access social networks (Facebook, Twitter, etc.). To abide with federal laws these sites must restrict use to individuals ages 13 and older.
• Students will use a variety of web tools for educational purposes. These are used under the supervision of their teachers. To view a list of the web tools that we use please visit blogs.ksbe.edu/hesipad/web-tools/.

iPad Use and Care

General Use
• Students are prohibited from altering iPad configurations or accounts (i.e. webmail or administrative accounts).
• Keep food and drinks away from iPads.
• Clean hands before using iPads.
• Do not use stickers, ink, or any other decorative items on any KS assigned equipment (batteries, cords, chargers, iPad, carrying case, and name tag).
• Students may be assessed a fee for replacement name tags, carrying case, and other accessories.
• Replacement of parts and servicing must be done through the Hale Pihana Kīpaepeae.

Wallpaper
• Inappropriate media may not be used as wallpaper.
• Use of images related to weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, sounds or pictures will result in disciplinary actions.

Music, Games, Apps
• Students are not allowed to use KS iPads and/or accounts (i.e. email) to purchase online music, games, apps, or software. All purchases will be made by the school.
• All applications loaded on the iPads are school approved.
• Students are allowed 10 **free** apps in addition to those downloaded by the school/teachers. The school reserves the right to request the student to delete an app.

**Saving and Backing Up Files**
- Students are responsible for saving, organizing, and maintaining their files according to teacher instructions.
- At the end of the school year, all iPads will be collected and re-imaged for the next school year. Any apps and other content (including music, photos, videos, etc.) will be deleted.

**Deleting Files**
- Do not delete any apps or files that you did not create, download, or that you do not recognize.
- Deletion of certain files and apps will result in an error or failure and will interfere with your ability to complete class work and may affect your iPad’s ability to function properly.
- If you are unsure about a file, ask a teacher before deleting it.

**Internet and File Server Access**
- Students are to connect wirelessly at school using the network designated by the school.
- Students are allowed to connect their iPad wirelessly at home for Internet access. KS will not provide technical support for wireless access. Students without Internet access at home will need to plan accordingly with their teachers.

**Internet Use**
- Accessing inappropriate Internet content (i.e. offensive, sexual, or violent material) is strictly forbidden on any Kamehameha Schools computer or iPad.
- Students are expected to follow all copyright laws.
- Any form of plagiarism will not be tolerated.
- Any research and information obtained via the Internet should be properly documented and cited.
- Students should not upload and/or download inappropriate video, audio, or other media to/from the Internet.
- For a school related assignment and with teacher permission, students are permitted to upload appropriate media to the Internet.
- Students must not clear their Internet history.

**Printing**
- Students will follow the KSH Kula Ha‘aha‘a printing instructions.
- Students are to print all assignments in black and white unless given approval to print in color by their teacher.
- KS does not provide technical support for printing at home.
Consequences

Infractions and Consequences

The below-mentioned technology-related infractions and consequences supplement the levels of infractions and consequences described in the Student Disciplinary Guidelines contained in the KSH Kula Haʻahaʻa Student and Parent Handbook (to view a copy of the Handbook, please refer to the KSH Kula Haʻahaʻa website at: http://blogs.ksbe.edu/hes/)

LEVEL 1

Level I discipline includes behaviors that disrupt the school community. Examples of Level I infractions and possible consequences may include but are not limited to:

- Misplacement or accidental damage of the school issued computer or electronic device or any of the related components (power brick, bag, strap, etc.)
- Leaving school issued computer or electronic device or its components unattended
- Accessing or downloading unauthorized material while using the school issued computer or electronic device
- Violation of printing guidelines, such as excessive printing or printing of non-school related items

Possible Consequences – (Depending on the severity and/or frequency of infraction):

- Verbal warning
- Written reprimand
- Time-out
- In school restriction
- Detention
- Repair/replacement of items misused or broken
- Written incident report
- Restriction of the school issued computer or electronic device usage

LEVEL 2

Level II discipline generally includes but may not be limited to behaviors whose frequency or seriousness disrupts the social nurturing, and/or learning environment. Examples of Level II infractions and possible consequences may include but are not limited to:

- Using school issued computer or electronic device to cheat, plagiarize, or steal the work of another
- Downloading/Installing non KS software/applications
- Negligent damage of school issued computer or electronic device
- Altering preset KS preferences and settings
Possible Consequences – (Depending on the severity and/or frequency of infraction):

- Detention
- Loss of participation in co-curricular activities
- School counseling
- Outside counseling
- Suspension
- In school restriction
- Conduct probation
- Impact on grade
- Restitution
- Behavioral contracts
- Consequences may be compounded to include Level I options
- Extended restriction of school issued computer or electronic device usage

LEVEL 3
Level III discipline includes but may not be limited to behaviors that pose a direct threat to self and others. If circumstances warrant, the incident may be reported to local law enforcement officials. Examples of Level III infractions and possible offensive consequences may include but are not limited to:

- Accessing /sexual/violent material while using school issued computer or electronic device
  - Creating and/or posting inappropriate video, audio, or other media to the Internet
  - Unauthorized use of other individuals’ accounts
  - Prohibited access to social networks

Possible Consequences – (Depending on the severity and/or frequency of infraction):

- Detention
- Conduct probation
- Suspension
- In school restriction
- School counseling
- Outside counseling
- Financial restitution
- On campus work assignment
- Community service
- Release from school
- Continue more stringent Level I and/or Level II options
- Repossession of school issued computer or electronic devise – Administration to determine length of time
Level 4
Level IV discipline includes but may not be limited to behavior that has not responded to either Level III intervention or results in violence to self or others, destruction of property, or actions that pose a direct threat to others in the school or negatively impacts/reflects upon KS. Examples of Level IV infractions and possible consequences may include but are not limited to:

- Using school issued computer or electronic device to gain access to drugs, alcohol, and/or any illegal activity
- Use of any electronic device to portray violent, sexual, dangerous or illegal activity
- Cyber-bullying/harassment of others

Possible Consequences – (Depending on the severity and/or frequency of infraction):
- Financial restitution
- Counseling
- Alcohol and/or drug testing
- Community service
- Suspension
- Release from school
- Repossession of school issued computer or electronic devise – Administration to determine length of time
- Conduct Probation

Level 5
Level V discipline addresses behaviors which have not responded to Level 1 through 4 intervention, or that may result in serious physical or emotional harm and/or serious property damage. Examples of Level V infractions and possible consequences may include but are not limited to:

- Use of school issued computer or electronic device to conduct illegal activity

Possible Consequences: - (Depending on the severity and/or frequency of infraction):
- Financial restitution
- School counseling
- Outside counseling
- Alcohol and/or drug testing
- Community service
- Suspension
- Release from school

Level 5 infractions will be reported to appropriate government authorities including but not limited to Child Welfare Services and the police. KS reserves the right, at its sole discretion and in appropriate circumstances, to report other infractions to appropriate government authorities.
Personal Responsibility and Protection

Kuleana (Personal Responsibility)
- Students are responsible for the proper use and maintenance of KS iPads.
- The purpose of the iPad is for education. Treat it as a valuable tool for learning. Inform school personnel immediately of any problems or concerns.
- Students are responsible to complete all work. If their iPad is being repaired or otherwise unavailable, students may have to use an iPad at the Hale Pāhana Kīpaepae.

Malama (Security)
- The KS identification tag must remain on the iPad at all times.
- If a replacement is needed, students must take their iPad to the Hale Pāhana Kīpaepae.
- iPads should never be left unattended.
- Security/confidentiality of systems must be respected and no effort should be made to bypass or gain access to server information not authorized for student use or open to the public (hacking).

Respect Copyright and Fair Use Guidelines and Trademark Laws
- Students are expected to respect all U.S. copyright, fair use guidelines, trademark laws and licensing agreements pertaining to material entered into and obtained via the system.
- Do not make unauthorized copies of text material, audio, video, or software found on school devices or through the Internet.
- Do not transmit, transfer, upload, post or otherwise place any material that is protected by copyright or trademark law onto a KS device and/or to the Internet without the express prior written permission of the copyright/trademark owner and KS.

Loaning or Borrowing iPads
- Do not loan iPad to other students, friends, or relatives.
- Do not borrow or log in on another student’s iPad.

Transporting iPads
- iPads must be kept in the KS issued carrying case and secured when moving from class to class and when not in use.

Passwords, Access, and Accounts
- Protect your files on your iPad by keeping your passwords private.
- Do NOT share passwords or usernames with others.
- Unauthorized access to another person’s account or iPad without his/her consent or knowledge is considered hacking. This action is considered a serious infraction and will result in disciplinary consequences.
- Students are not allowed to set up separate Apple accounts on their iPad.
Internet Safety
At KS, we take seriously our responsibility to protect our students from sites that are deemed inappropriate and/or potentially dangerous to minors. KS subscribes to WebSense, a URL filtering server that blocks sites by category. Information is downloaded daily from WebSense. Within each category, there are thousands of web sites and with WebSense’s assistance we attempt to block many of these sites. KS also blocks or unblocks sites at our discretion. WebSense is only operational if students access the Internet at school via the KS network.

Listed below are the types of categories/subcategories that are currently blocked.

Adult Material
  Adult Content
  Lingerie and Swimsuits
  Nudity
  Sex
Bandwidth
  Peer-to-peer File Sharing
Drugs
  Abused Drugs
  Marijuana
Gambling
Games
Illegal or Questionable Information Technology
  Hacking
  Proxy Avoidance
  URL Translation Sites Militancy and Extremist
Productivity Advertisements
Racism and Hate
Security
  Bot Networks
  Keyloggers
  Malicious Web Sites Phishing and Other Frauds
  Potentially Unwanted Software Spyware
Society and Lifestyles
  Alcohol and Tobacco
  Gay and Lesbian or Bisexual
  Tasteless Violence Weapons

While every attempt is made to block these sites while students are logged on to the school network, iPad Internet access is unprotected while at home or at other off-campus sites. Parents should strictly monitor their child in order to be aware of the sites he/she is visiting. Parents are highly encouraged to discuss the ethical use of iPads regarding Internet use with their child. For more information about Internet safety, go to http://blogs.ksbe.edu/hesipad/digital-citizenship-resources/.
Frequently Asked Questions (FAQ)

**What should students do if the iPad is inoperable?**

Student iPads requiring trouble-shooting or repair should be brought to the Hale Pāhana Kīpaepae. Students will need to drop off the iPad with the completed iPad Repair Form. Drop off hours are daily from 7:00 a.m. to 3:10 p.m. iPad repairs should be addressed before school, after school, or during school hours with a pass from the teacher. Contact information is on page two of this handbook.

**What should students do if their iPad is lost, stolen or damaged?**

If the student's iPad is lost, stolen, or damaged the student and his/her family may be responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported to the Vice Principal’s (VP) office by the next school day after the occurrence.

- If lost or suspected stolen while at school: Immediately report the loss to your HPK.
- If lost or suspected stolen while away from school: Report theft to the police and inform HPK office on the next school day of loss.
- If damaged: Take damaged iPad to HPK office with the completed incident form.

**What “Appropriate Use” guidelines should students follow?**

Students should follow the KSH Kula Ha’aha’a 1:1 iPad Student and Parent Handbook as well as refer to the Student Technology Acceptable Use Agreement and the Student Technology Guidelines as it appears in the Student and Parent Handbook. Students should also practice the values of Kamehameha Schools:

- **Aloha** - love and respect
- **‘Imi na’auao** - to seek enlightenment, wisdom and education
- **Mālama** - to care for, to protect, to maintain and to attend to;
- **‘Ike pono** – to know, to see, to feel, to understand, to comprehend, to recognize.
- **Pono** – righteous, appropriate, moral, goodness, proper, fair;
- **Kuleana** - responsibility, privilege;
- **Ho’omau** - to persevere, to perpetuate, to continue;
- **Ha’aha’a** - modest, respectful, humility.

**Can students access the Internet from home?**

The school does not require students to have Internet access from home. However, iPads can be connected to wireless Internet connections. Please be aware that computer Internet access is unprotected while at home or at other off-campus sites. Parents should strictly monitor their child in order to be aware of the sites he/she is visiting. Students should comply with all policies and procedures as contained in this 1:1 iPad Parent and Student Handbook, the Student Technology Acceptable Use Agreement, and the Student Technology Guidelines as it appears in the Student and Parent Handbook. KS Instructional Technology Department will not support the set up of wireless access at home.
Can games and other apps be installed, downloaded or used on the iPads?
• Students may be subject to disciplinary consequences if non-school authorized games or software programs are downloaded, installed, and/or used without permission.

Are students allowed to purchase music from the iTunes music store?
No. Students are not allowed to purchase music from the iTunes store on KS-issued iPads.

Are students allowed to purchase apps from the App store?
Students will be allowed to download free apps at the discretion of the school/teacher. Students are not allowed to make purchases.

What daily maintenance routine should students follow?
• Start the school day with a fully-charged battery.
• Have iPad ready for every class period unless otherwise specified by teacher.
• Transport iPad in its own carrying case at all times.
• Maintain vigilant surveillance of your iPad at ALL TIMES. Do not leave the iPad unattended. Keep it with you or in a locked/secured place at all times.
• Avoid exposing iPad to extreme temperatures, e.g., trunk of car, or stored under air-conditioning unit, etc.
• Protect iPad from moisture, dust and harmful chemicals. Clean with soft cloth.
• Keep iPad on a flat surface.

Are students able to print from home?
Yes. Printing at home is possible. However, there is no KS Instructional Technology Department support for home printing.

Will students be able to access the KS file server from home?
No. Students will only be able to access the KS file server from school. Email, however, is accessible from home.
KAMEHAMEHA SCHOOLS
Kamehameha Schools Hawai‘i Kula Ha‘aha‘a
Student Technology Acceptable Use Agreement

I, ____________________________ (print student’s first & last name) agree to abide by the following rules regarding the iPad I am assigned.

I understand that:

1. This iPad is being provided to me by Kamehameha Schools as an educational tool. Accordingly, I understand that my iPad should be used for educationally appropriate activities.
2. There will be no stickers, ink, or any decorative items added to any of my assigned equipment (batteries, cords, chargers, iPad, and carrying case) other than the KS identification number tag.
3. The KS identification tag should not be tampered with or removed.
4. If my iPad is not working properly or is damaged, I will take it to the Hale Pāhana Kipaepae.
5. I may be without an iPad while it is being repaired.
6. My family and I will be held financially responsible to repair or replace the iPad and/or other provided accessories at its current value if there is negligence and/or abuse.
7. If my iPad is damaged or lost, I/my parents/guardians may also be required to perform school service and/or make partial or full payment towards its repair or replacement as determined by the Vice Principal.
8. I am responsible for knowing where my iPad is at all times. iPads left unattended will be taken to the Hale Pāhana Kipaepae and a consequence will be imposed.
9. I will not use my iPad to make unauthorized copies of software or files and will abide by all copyright laws.
10. I understand that if my iPads is taken away by a faculty or staff member or is inoperable that it does not excuse me from completing any assignments or projects.
11. I may use my KS email accounts to utilize online web-based tools for school approved class projects.
12. I understand that the use of media will be for educationally appropriate purposes. This includes video, music, images, online games, etc.

I/We acknowledge that I/we have received a copy of the KSH Kula Ha‘aha’a’s iPad Learning Guidelines, have read, fully understand, support, and agree to comply with the Guidelines and the Student and Parent Handbook.

Student Name  Grade  Date

Parent/Guardian Name  Parent/Legal Guardian Signature  Date

*This agreement must be signed and returned to the elementary school office by October 4, 2013 in order to be issued a KS iPad.

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Founded and Endowed by the Legacy of Princess Bernice Pauahi Bishop