



***Kamehameha  
Schools Maui***

***One to One***

**Laptop Learning Program**

**Handbook**

**2013-2014**

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### **Important Contact Information**

For general information and questions, please contact:

**Leo Delatori – Vice Principal – 572-3227**

**Francine Fujiwara – Educational Assistant (IT) – 573-7218**

### **Emergency Information:**

- If the laptop is lost or stolen while off-campus, please contact the Maui Police Department and file a police report.
- If the laptop is lost or stolen while on campus, report the incident to Vice Principal – Leo Delatori at the high school office immediately.
- A damaged laptop should be submitted as soon as possible to Pauahilani Building, room Q-03.

## **Overview**

In the upcoming 2013-2014 school year, the Kamehameha Schools Maui One-To-One Learning program will offer every high school student an expanded set of new learning opportunities for both collaborative and self-directed learning. With a personal laptop available, every student will

- Possess an integral learning tool to gain 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;
- Understand ethical and appropriate behavior in the use of technology in both academic work and personal use.
- Become constructors and designers of information and ideas.

## **Laptop Guidelines:**

### **TERMS OF USE**

#### **Terms**

All students will be issued a laptop and accessories for school-related activities. He/she shall comply at all times with the Kamehameha Schools' Student Technology Acceptable Use Agreement (see page 15). Any failure to comply may terminate his/her rights of possession effective immediately and an Administrator may repossess the property. KS reserves the right to conduct random periodic checks to enforce the One-to-One **Guidelines**.

### **Ownership**

Laptops 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 (see page 14) and the One-to-One Learning Guidelines.

### **Troubleshooting and Repairs**

Student laptops requiring repair should be brought to the Pauahilani Building, room Q-03, between 7:45AM – 3:00PM unless otherwise posted. Kamehameha personnel will troubleshoot, and/or request for repair of the laptops. If the repair requires the computer to be sent out for service, every effort will be made to provide a loaner until the student's laptop is available. To ensure loaners are available for students who need them, students need to immediately pick up their repaired computer upon notification. Failure to do so may result in disciplinary consequences.

### **Damage or Loss**

If the assigned laptop is damaged or lost, the student will need to file an Incident Report at the high school office (damages due to negligence will need administrative approval before a loaner is given to a student). After an investigation, the student and his/her family may be deemed responsible for the reasonable cost of repair or its fair market value on the date of loss (see progressive damage fine on page 12). Lost laptops must be reported to school administration 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 or parent/guardian within 48 hours of the occurrence. Students/Parents/Guardians are responsible for paying the "reasonable" cost of repair for vandalized laptops. If the laptop is stolen, the student reports the theft to the VP office by the next school day and must have filed a police report.

### **Repossession**

Students must turn in their assigned laptop, accessories, etc. and pay all outstanding fees by the end of the school year. If students do not fully comply with all terms of the Kamehameha Schools' Student Technology Acceptable Use Agreement and One-to-One Learning Guidelines, including the timely return of the property, the School shall be entitled to declare the student in default and arrange to take possession of the property.

## Term of Agreement

Student's right to use and possess the property terminates on the last official student day of the current school year, unless he/she is released earlier from Kamehameha Schools.

## Appropriation

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

## **COMMUNICATION**

### Email

- Students should use their school email account, via KS Webmail, for school-related activities.
- Students are able to access email from home using KS Webmail, <https://oa.ksbe.edu>
- Students are required to regularly manage their KS Webmail account.
- The use of e-mail to communicate obscene, threatening, offensive, and all other inappropriate material like chain letters is strictly prohibited.
- Parents may e-mail school officials with questions or concerns. E-mail addresses are found at: <http://blogs.ksbe.edu/mhs/faculty-staff/>

### Social Networking - (Facebook, Chat, Blog, etc)

We expect students to be pono (make proper choices), ensuring they take their kuleana (responsibility) seriously, showing hō'ihi (respect) and mālama (care) for themselves, others and Kamehameha Schools. Students are to follow our core ethical values whenever they are at school, at home, or representing Kamehameha, including when they use technology.

Social networking sites (not limited to Facebook, Chat, Blog) provide a means to communicate and network with others. However, students are not to be on any social networking site during any class without the teacher's approval. Students who are found to be on a social networking site without prior approval may lose the use of their laptop and receive disciplinary action.

## **LAPTOP USE AND CARE**

### **General Use**

- Students are prohibited from altering laptop configurations or accounts (i.e. webmail or administrative accounts).
- Keep food and drinks away from laptops.
- Clean hands before using any laptop.
- Do not use stickers, ink, or any other decorative items to any KS assigned equipment (batteries, cords, chargers, laptop, and carrying case) other than the KS serial identification number tag.

### **Screensavers**

- Inappropriate media may not be used as a screensaver.

### **Sound**

- Sound is to be muted at all times, in and out of the classroom, unless permission is obtained from the teacher for instructional purposes.
- When sound is allowed by a teacher, student-owned headphones/ear buds are required.

### **Photos, Music, Games or Software Programs**

- Video and online games are used only with teacher permission.
- Students are not allowed to use KS laptop and or accounts (i.e. e-mail) to purchase online music, games, or software.
- All software loaded on the system are School approved. Downloading and installing additional software, including drivers or widgets is prohibited.

### **File Management**

- Students are responsible for saving, organizing, maintaining and backing up their files.
- At the end of the school year, all laptops will be collected and re-imaged for the next school year. Any personal files (including music, photos, videos, etc.) will be deleted.

### **Saving**

Large files like movies and other large projects should be saved to the laptop and then backed up to other large storage media like DVD's, flash drives and portable hard drives. The school will not be providing DVD media, flash drives or portable hard drives.

It is recommended you back up your data as a precaution in case your laptop is damaged or crashes.

### Deleting Files

Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades.

### Internet and File Server Access

Students will have wireless access to the Internet at school. Students are unable to access KS file servers from home and will need to plan accordingly. Students are not allowed to set up/access peer-to-peer file sharing.

### Internet Use

- Accessing inappropriate Internet content is strictly forbidden on any Kamehameha School computer.
- Students are required to follow all copyright laws.
- Any form of plagiarism will not be tolerated.
- Any research and information obtained via the network or Internet should be properly documented and cited.
- Students may not upload and/or download inappropriate video, audio, or other media to/from the Internet.
- Students must not clear their Internet history.

### **PRINTING**

- School assignments should be printed and ready to turn in per teacher instructions.
- **Students are to print all assignments in black and white unless given approval to print in color by their teacher.**
- Printers are available for student use in each classroom.
- If a home printer is desired, standard printer drivers are installed on the laptops.
- Students are not allowed to download additional printer drivers.

## **CONSEQUENCES**

### **Disciplinary Consequences for Infractions**

Consequences for computer violations will be in alignment with “Guiding Principles and Process for Student Discipline” procedures outlined in the 2013-2014 High School Student & Parent Handbook.

#### **Levels 1 thru 3:**

**Level 1** discipline includes behaviors that disrupt the school community. Examples of general infractions and possible consequences 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

**Level 2** discipline generally includes but is not limited to behaviors whose frequency or seriousness disrupts the social, nurturing, and/or learning environment.

- 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

**Level 3** discipline includes but is not limited to behaviors that pose a direct threat to self and others.

- Accessing offensive/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

#### **Levels 4 and 5:**

**Level 4** disciplines includes but is not limited to behavior that has not responded to either Level 3 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. If circumstances warrant, the incident may be reported to local law enforcement officials.



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

Possible consequences (depending on the severity and/or frequency of the infraction): include:

- Verbal warning
- Detention
- Loss of laptop privileges for a period of time
- Suspension
- Removal from laptop program
- Release from school
- Written incident report
- Restriction of the school issued computer or electronic device usage
- Repair/replacement of misused or broken items
- Conduct Probation
- Extended restriction of school issued computer or electronic device usage
- Repossession of school issued computer or electronic device – Administration to determine length of time
- Financial restitution
- Counseling

**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.

To ensure that students learn from their mistakes and to protect the quality and safety of Kamehameha's learning environment for all members of the campus community, consequences are applied at the discretion of the administration. The nature and scope of this depends on the frequency and/or severity of each incident.

## **PERSONAL RESPONSIBILITY & PROTECTION**

### **Kuleana (Personal Responsibility)**

- Students are responsible for their KS laptop's proper use and maintenance at all times. The purpose of the laptop is for education. Treat it as a valuable tool for learning. Inform school personnel immediately of any problems or concerns.
- Students must bring their laptops fully charged to each class.
- Students are responsible for all work, even if their laptop is being repaired or otherwise unavailable. Students may have to use a computer at the Charles Reed Bishop Learning Center.
- Outside of school laptops should be stored in a secure environment and usage should be limited to only the assigned KS student. Laptops should not be left unattended in cars/trunks or areas where theft or damage may occur.

### **Malama (Security)**

- The KS identification label must remain on the laptop at all times. If a replacement is needed, students must immediately take their laptop to Pauahilani Building, Room Q-03.
- Laptops should never be left unattended. During PE, athletics, or other activities, laptops must be securely locked in a locker.
- 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 copy any programs to your own disks; this can be a copyright violation and is a federal offense.
- Do not make unauthorized copies of text material, audio, video, or software found on school computers or through the internet.
- Do not give, lend, or sell copies of software to others without written permission of the copyright owner unless original software is clearly identified as shareware or in the public domain.
- Do not transmit, transfer, upload, post or otherwise place any material that is protected by copyright or trademark law onto a KS computer and/or to the Internet or Intranet without the express prior written permission of the copyright/trademark owner and KS.

### Loaning or Borrowing Laptops

- Do not loan laptops to other students, friends, or relatives.
- Do not borrow a laptop from another student.
- Students are not allowed to log in on another student's laptop.

### Transporting Laptops

- Laptops must be kept in KS issued carrying case at all times unless a teacher gives permission to remove from case.
- To maintain personal security, students must log out when laptop is not in use.

### Passwords, Access and Accounts

- Protect your files on your laptop and the server by keeping your passwords private.
- DO NOT share passwords or usernames with others.
- Unauthorized access to another person's account or computer without his/her consent or knowledge is considered hacking. This action is considered a serious infraction and will result in disciplinary consequences.
- Students should not set up separate accounts on their laptop.

### Internet Safety

There are many sites on the Internet that can be inappropriate or potentially dangerous to minors. Every attempt is made to block these sites while students are logged on to the school network, but may be unprotected at home.

**Parents may want to restrict their home internet access.** For more information about safety, go to <http://www.isafe.org>. Parents are strongly encouraged to monitor and be aware of the sites that their child is visiting. Also, discussing with your child your expectations regarding Internet use is highly recommended along with parental supervision of your child's Internet use.

Parents are encouraged to contact the school administration or counselors to discuss any matter that concerns the Internet use at home by their child,

### Progressive Repair Fees for Damaged Laptops

The One to One Laptop Program is an essential part of the daily activities here at Kamehameha Schools Maui. It is vital that students practice responsible care and use of assigned laptop. We encourage all students to practice responsible care to minimize damage or loss of laptop use.

The following progressive fines will be assessed based on damages (but not limited) to any of the following parts: bottom case, palm rest, top cover, LCD display, system board, keyboard, hard drive, AC adapter/charger (damaged or lost), wireless card.

In addition to administered fines, damage due to personal negligence will also incur student service hours (negligence to be determined by the Vice Principal).

### Progressive Damage Fines

First incident: \$50.00 + Negligence = 4 hours school service

Second incident: \$100.00 + Negligence = 8 hours school service

Third incident: \$150.00 + Negligence = 12 hours school service

**Fourth incident: Loss of laptop privileges**

All fines will be charged to individual FACTS accounts.

\*Loaners may or may not be available while laptop is being repaired. Please inform your teachers of laptop repairs so that alternatives plans can be arranged. All students are encouraged to use the Charles Reed Bishop Learning Center computers should a loaner not be available.

damages due to negligence will need administrative approval before a loaner is given to a student

## Frequently Asked Questions (FAQ)

### **What should students do if the laptop is inoperable?**

Student laptops requiring repair should be brought to Pauahilani Building, Room Q-03. Students will need to drop off the computers and complete the Laptop Repair form. Drop off hours are daily from 7:45AM to 3:00PM, unless otherwise posted.

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

If the student laptop is damaged, lost or stolen, 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 high school administration by the next school day after the occurrence.

If lost or suspected stolen while at school: Immediately report the loss to the vice-principal with detailed information. A Police report may need to be filed.

If lost or suspected stolen while away from school: Report the theft to the police and inform administration on the next school day.

If damaged: Take laptop to the Vice Principal's office with the completed Incident Report form.

### **What "Appropriate Use" guidelines should student follow?**

Students should follow the laptop 1:1 Learning Guidelines as well as refer to the Student Technology Acceptable Use Agreement found at the following website: (<http://blogs.ksbe.edu/mhs/hs-office/student-and-parent-handbook/>)

### **Can games and other software programs be installed, downloaded, or used on the laptops or accessed from external drives?**

Laptops have been programmed to restrict allowing software programs to be installed. If games or software programs are downloaded, installed, and/or used without permission, the laptop will be re-imaged and a consequence will be imposed.

### **What daily maintenance routine should students follow?**

- Start the school day with battery fully charged.
- Have laptop ready for every class period unless otherwise specified by teacher.
- Transport laptop in its own KS issued carrying case at all times.
- Log off computer whenever it is not in use.
- Maintain vigilant surveillance of your laptop at ALL TIMES. Do not leave the laptop unattended. Keep it with you or in a locked/

- secured place at all times.
- Do not expose laptop to extreme temperatures, e.g., kept in trunk of car, or stored under air conditioning unit, etc.
- Protect laptop from moisture, dust and harmful chemicals.
- Do not loan your laptop to another student, friend, or relative.
- The computer is your responsibility at all times. Keep laptop on a flat surface.

**Are students able to print at home?**

Yes. The school does not require students to have printer access from home. However, standard printer drivers will be installed on the laptops.

**Can students download printer drivers if their printer does not work with the pre-loaded drivers?**

No. Students are not allowed to download additional printer drivers. 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 be able to access the KS file server from school only. Email, however, is accessible from home.

**Practice Kamehameha Schools Values:**

*Mālama/Caring* – Nurturing: understanding the feelings and needs of others. The ability to show compassion and to be genuinely concerned for the well-being of others.

*Mālama kekahi i kekahi* – to care for one another.

*Hō'ihi/Respect* - Showing regard for the worth of God, self, other people, property and the environment/'āina. To be humble and considerate towards others.

*Hō'ihi aku hō'ihi mai* – to give and receive respect.

*Kuleana/Responsibility* - The active side of respect: showing humility; taking care of self, others and the environment; making a positive impact on the community.

*No'u iho ke kuleana* – the responsibility is mine.

*Pono/Honesty, Integrity* - Courage to stand up for what is right, true and good; doing what you say you will do.

*Imi na'au pono* – to seek what is right, true and good.

*Oia 'i'o* – truthful in what you say; truthful in what you do.

**KAMEHAMEHA SCHOOLS MAUI HIGH SCHOOL**  
**STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT**

I, \_\_\_\_\_, agree to abide by the following rules regarding the laptop I am assigned

- I understand that this laptop is being provided to me by Kamehameha Schools as an instructional tool. Accordingly I understand that my laptop should be used for instructional purposes.
- I understand that I must carry my laptop in the laptop bag that has been provided to me by Kamehameha Schools.
- I understand that there will be no stickers, ink, or any decorative items added to my laptop, however, I am **encouraged** to write my name on my laptop charger.
- I understand that the KS identification tag should not be tampered with or removed.
- If my computer is not working properly, I will take it to the Technology Department for repair. I understand that I may be without a laptop computer while it is being repaired. However, I also understand that there are computers in the Charles Reed Bishop Learning Center available for student use before and after school.
- I understand that if any damage occurs to the laptop from abuse, neglect, loss, or theft, my family will be held financially responsible to repair or replace the laptop at its current value, including warranties and other provided accessories.
- I understand that if my computer is damaged or lost, I 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.
- I am responsible for knowing where my laptop is at all times. Laptops left unattended will be taken to the Vice Principal's Office.
- I understand that my family is financially responsible for items lost or stolen due to negligence, including laptops and accessories on or off school grounds, on weekdays, weekends, and vacations.
- I will not use my computer to download or view inappropriate internet content, play games or conduct any illegal activity.
- I will not use my computer to make unauthorized copies of software or MP3 files and will abide by all copyright laws.
- I understand that the installation of non-KS standard software is strictly prohibited.
- I understand that if my laptop is taken away by a staff member or is inoperable that this does not excuse me from completing any assignments or projects.

I understand and agree that for any violation of the above rules, I will be subject to disciplinary action as set forth in the Student and Parent Handbook.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

This agreement must be returned to the High School Office by **July 16, 2013** to receive my laptop.