Pāhana Kīpaepae Technology Guidelines

Terms of Use

Kamehameha Schools Hawaiʻi High School will issue a laptop and accessories for school-related activities to each student of good standing. Students shall comply at all times with the KSH HS's Student Technology Acceptable Use Agreement. The use of a KSH HS issued laptop is a privilege not a right and inappropriate use will result in disciplinary action, up to and including cancellation of the privilege and/ or release from Kamehameha.

As issued laptops are the legal property of Kamehameha Schools, KSH HS reserves the right to conduct random periodic checks to ensure complete compliance of the Pāhana Kīpaepae Student Guidelines as agreed upon in the Student Technology Acceptable Use Agreement.

Pāhana Kīpaepae Student Guidelines

Hale Pāhana Kīpaepae (Print and Repair Center)
- Hale Pāhana Kīpaepae is located in Kekuʻiapoiwa Learning Center.
- Hale Pāhana Kīpaepae Staff: Mr. Sato & Ms. Partida, open hours 7:15 am to 3:15 pm daily.
- Inform Hale Pāhana Kīpaepae staff immediately of any problems or concerns.
- Trouble shooting and repair request will be done at the Hale Pāhana Kīpaepae.
- Loaner laptops will be issued upon availability.
- Repaired laptop must be immediately picked up upon notification.
- Incident Report for damaged or lost equipment must be filed with Ms. Partida on next school day.
- In the case of theft, vandalism, and other criminal acts student must file police report, then complete Incident Report to Ms. Partida before student may be issued a loaner.

Student Kuleana
- Bring laptop fully charged daily to class.
- Only use your laptop and do not allow other students, friends, or relatives to use your laptop.
- Responsible for all work, when laptop is being repaired or otherwise unavailable.
- Proper use and maintenance of laptop at all times.
- KS ID tag must remain on laptop at all times.
- Student identification must be visible from clear pouch on laptop bag at all times.
- Access and download only appropriate Internet content video, audio, or other media.
- Do not clear Internet history.
- Keep passwords private; do NOT share passwords or usernames with others.
- Use of laptop for non-school purposes without KSH HS consent may be considered unlawful use of KS property.
- Laptop, accessories, and outstanding fees must be returned and paid for on or before the last official day of the current school year.
- If released from KSH HS, all issued equipment and fees are due immediately.
- Theft, vandalism, and other criminal acts regarding equipment must be reported to the police with in 48 hours, then to Pāhana Kīpaepae Administrator, Ms. Partida on the following school day.

Care for Pāhana Kīpaepae Equipment
- Protect equipment from theft or loss, store in secure locations at all times on and off campus.
- Use locked lockers to store laptop during Lunch, PE, athletics, or other school activities.
- Clean equipment at the Hale Pāhana Kīpaepae often.
- Connect only authorized equipment to the KS network or KS equipment.
- Transport and use laptop directly out of Higher Ground Shuttle carrying case.
- Keep surfaces clean, free of markings, decorations, or grime.
- Keep food and drinks away from laptop.
- Wash hands before using laptop.

KS Electronic Information System

- Respect the security/confidentiality of KS Electronic Information Systems do not bypass or gain access to server information not authorized for student use or open to the public.
- Maintain laptop configurations or accounts (i.e. KS Webmail, installing software, drivers, or widgets is prohibited)
- Use school e-mail account, KS Webmail, for school-related activities. https://ksmail.imua.ksbe.edu
- Manage KS Webmail account regularly and respond in a timely manner.
- Appropriately communicate through e-mail. Obscene, threatening, offensive, and all other inappropriate material like chain letters are strictly prohibited.
- Access or registration to social networks without permission during school is not allowed.
- Wireless access to the Internet at school will be provided.
- Do not set up separate accounts on laptop.
- KS file server will only be available at campus.
- No peer-to-peer file set up or access is allowed.

Laptop Configuration

Hardware: MacBook Air	Software: Standard	

MacBook Air 11"
1.6 GHz dual-core Intel
    Core i5 with 3MB
    shared L3 cache
4GB RAM
128GB Hard Drive
2.38 lbs.
	OSX 10.7 Lion
	*Photoshop Elements 10
	*Acrobat X Pro
	*Adobe Premier Elements 10
	*Inspiration 9
	*MS Office Version
	    2011(Word, Excel, Power
	    point)
	*Symantec Anti Virus
	*iLife '11
	*Google Earth
	*Safari
		*Firefox
		*Hawaiian Fonts and Keyboard
		*Real Player
		*iCal
		*Entourage
		*HP Scanner
		*Time Machine
		*Photo Booth
		*QuickTime Player
		*Stuffit 15
		*Printer Drivers

Laptop Settings

- Always log out of laptop when not in use.
- Choose appropriate screensavers, no passwords displayed on screensavers or power-on screen.
- Keep sound muted unless instructed by teacher for instructional purposes.
- Use student-owned headphones/ear buds to listen to sound for class.
- All media use is for educational purposes.
- Video and online games should be limited to class use with teacher permission.
- iTunes store will be disabled on student laptop, 50 legally acquired songs are allowed on laptop.
- Do not delete any folders or files that you did not create or that you do not recognize.
- Internet access utilizing home networks is allowed but KS cannot offer support.

Printing and Saving

- Follow the KSH HS Printing Guidelines posted in all classrooms.
- Assignments should only be printed with permission of teacher.
- Print all assignments in black and white unless given prior approval to print in color by teacher.
- Standard printer drivers are installed which may work with personal home printer.
- Students are responsible for saving, organizing, maintaining and backing up files.
- Saving to be done in "Documents" folder, flash drives, and or portable hard drives.

Copyright, Fair Use Guidelines, and Trademark Laws

- Obey 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 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.

Random Checks Procedures

- Frequency of Random Checks
  - Daily-via Apple Remote Desktop
    - Students will be chosen at random, within their grade level.
    - All random checks will be logged in the Hale Pāhana Kīpaepae database.
    - Approximately (25) students a week. Ensuring entire student body is checked monthly.
  - Hale Pāhana Kīpaepae Visits
    - Students bringing their laptop in for questions, troubleshooting or specific issue may be subject to random checks.
    - All random checks will be logged in the Hale Pāhana Kīpaeapae database.
- Hale Pāhana Kīpaepae Database
  - Every random check will be input into the Hale Pāhana Kīpaepae Database.
  - A database report will be generated and given to KSH HS Administration monthly.
  - Incident reports will also be given as warranted by types and or frequencies of incidents.
- Criteria of Random Checks
  - Ensuring that there is nothing sent or received that is offensive, sexually explicit, defamatory, or harassing materials communications, or to do thing that are illegal or unethical.
  - Ensuring that all items addressed in signed Appropriate Use Policy Form is adhered to.
- Areas of Search are Subject to Change
  - Based on the initial search and with supporting evidence, further inquiries into the workflow of student's computer can be researched.
  - Areas of search are fluid and subject to be amended at any time through out the year without written notice.

Areas of Search		

INTERNET
    History
    Cache
    RSS Feeds
    Downloads Folder
 	
APPLICATIONS
 	
    Only authorized KS
    Applications
	SETTINGS
	    Wireless Settings
	    Available storage space
	    Users
	
	ITUNES
	    No More than 50 Songs
	    Garage Band
		PHOTOS AND MOVIES
		    Adobe Photoshop
		    Adobe Premier
		    iPhoto
		    iMovie
		
		DOCUMENTS

Consequences

- Level of infractions and consequences are outlined in the Student and Parents Handbook KS Hawai'i found at KS Hawai'i website under High Schools Quick Links. hawaii.ksbe.edu
- As a privilege not a right, inappropriate use will result in disciplinary action, up to and including cancellation of the privileges and or release from Kamehameha.

Infractions

- Infractions may be escalated pending investigation.
- Escalations are repeat offenses, which may result in an escalation of level and consequence.

Service and/or Replacement Parts

- If warranted, service or replacement will be ordered via ERD Service Technician. In accordance with the signed Appropriate Use Policy Form, Parent and Students may be liable for said damaged and/or replacement amounts.

- Hardware
  - Laptop
  - Power Adaptor

- Software
  - Re-Image of Laptop
  - No Data Recovery will be performed by Hale Pāhana Kīpaepae. The responsibility will fall to the student to back up and be able to restore any lost data.

- Accessories
  - Student Account may be charged for replacement of lost, damaged sleeve
  - Replacement IDs will be provided by Hale Pāhana Kīpaepae and will result in an incident to be documented in the PK Database. One reprint will be provided throughout the student's high school career. Any additional reprints are subject to a $10 service charge. Excessive reprints may result in an incident report ultimately resulting in disciplinary action.

Ke Kula Kiʻekiʻe o Kamehameha Hawaiʻi

Student Technology Acceptable Use Agreement Form

I, _____, agree to abide by the following rules regarding the laptop I am assigned.
　　　　　　　(Print student name)

- I understand that this laptop is being provided to me by Kamehameha Schools as an educational tool. Accordingly I understand that my laptop should be used ONLY for school-related activities.
- I understand that there will be no stickers, ink, or any decorative items added to any of my assigned equipment (batteries, cords, chargers, laptop, and carrying case) other than the KS identification number tag.
- 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 Hale Pāhana Kīpaepae located in Kekuʻiapoiwa LC.
- I understand that I may be without a laptop computer while it is being repaired.
- I understand that my family and I will be held financially responsible to repair or replace the laptop and/or other provided accessories at its current value if due to negligence and/or abuse.
- 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 Hale Pāhana Kīpaepae.
- I will not use my computer to make unauthorized copies of software or 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 it does not excuse me from completing any assignments or projects.
- I understand that I am responsible for charging my laptop batteries prior to the start of each school day.
- I understand that the use of games and online game sites is not allowed during the school day unless permission is granted by your instructor.

I/We acknowledge that I/we have received a copy of the KSH HS Pāhana Kīpaepae Guidelines and I/we have read, fully understand, and support the guidelines.

_____　　　_____　　　_____
　　　　　Student Signature　　　　　　　　　　　　　　Grade　　　　　　　　　Date

_____　　_____　　_____
　　Print Parent/Legal Guardian Name　　　　　　Parent/Legal Guardian Signature　　　　　　　　E-mail