

Ke Ko'i Lipi

One-to-One Learning Program
Kamehameha Schools Kapālama



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Important Contact Information

For general information and questions, please contact Ke Ko'i Lipi Staff in the Print and Repair Centers.

Pāki Building	842-8086
Midkiff Learning Center	842-8950

If the KS issued device is stolen or damaged, please contact Ke Ko'i Lipi Staff immediately.

Overview

The Kamehameha Kapālama High School's Ke Ko'i Lipi (One-To-One Learning) program offers every high school student a set of learning opportunities for both collaborative and self-directed learning. With a personal device available, every student will

- › have access to 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;
- › become constructors and designers of information and ideas.

Laptop Guidelines

TERMS OF USE

Terms

All students will be issued a device and accessories for school-related activities. He/she shall comply at all times with the Kamehameha Kapālama High School's Student Technology Acceptable Use Agreement (see page 14) Any failure to comply may terminate student access to the assigned device and a KHS Administrator may repossess the property. KHS reserves the right to conduct random periodic checks to enforce the One-to-One Guidelines.

Ownership

Devices are the legal property of Kamehameha Schools. Students' right of possession and use is limited to, and conditional upon, their full and complete compliance with the Student Technology Acceptable Use Agreement (page 14) and the One-to-One Learning Guidelines.

Troubleshooting and Repairs

Student issued devices requiring repair should be brought to one of the Print and Repair Centers (PRC) located next to the 9-10 Unit Office and Midkiff Learning Center for Unit 11 – 12 between 7:15 a.m. and 3:30 p.m. unless otherwise posted. Kamehameha Kapālama High School personnel will troubleshoot, and/or request for repair of the devices. If the repair requires the device to be sent out for service, every effort will be made to provide a loaner until the student's device is available. To ensure loaners are available for students who need them, students need to immediately pick up their repaired device upon notification. Failure to do so may result in disciplinary consequences.

Damage or Loss

If the assigned device is damaged or lost, the student will need to file an Incident Report at the Print and Repair Center. After 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. Lost devices must be reported to the Print and Repair Center 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 devices.

If device is lost, students/parents/guardians are responsible to pay to replace the device.

If the device is stolen, the student reports the theft to the Print and Repair Center by the next school day and must have filed a police report. Once the Vice Principal's office receives the signed Incident Report, the student may then be issued a loaner.

Repossession

Students must turn in their assigned device, 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 Kapālama High School's 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

Students' 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 Kapālama High School.

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: <http://www.outlook.com/imua.ksbe.edu>
- Students are required to regularly check their KS Webmail account.
- The use of e-mail to communicate obscene, threatening, offensive, and all other inappropriate material is strictly prohibited.

- › Parents may e-mail school officials with their questions or concerns. Staff e-mail addresses can be found on the High School web site (<http://kapalama.ksbe.edu/high>)

Social Networking - (Social Media, 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 (including but not limited to Facebook, Instagram, Twitter Snap Chat) 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 device and receive disciplinary action.

DEVICE USE AND CARE

General Use

- › Students are prohibited from altering device configurations or accounts (i.e. webmail or administrative accounts).
- › Keep food and drinks away from devices.
- › Clean hands before using any device.
- › Do not place stickers, ink, or any other decorative items to any KS assigned equipment (cords, chargers, device, hardshell, or case) other than the KS identification number tags.
- › No device use around food or drinks.
- › Inappropriate media may not be used as a screensaver, or background.

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/earbuds are required.

Photos, Music, Games or Other Software

- › Video and online games should not be used in class without teacher permission.
- › Students are not allowed to use KS devices or accounts (i.e. e-mail) to purchase music, games, software, or other online services.
- › All software installed on the device are School approved.
Downloading and installing additional software (including drivers, widgets, or extensions) is prohibited.

File Management

- › Students are responsible for saving, organizing, maintaining and backing up their files.
- › At the end of the school year, all devices will be collected and re-imaged for the next school year. Any personal files (including music, photos, videos, etc.) will be deleted.
- › During repairs erasing student computers is a part of the repair process, so students should back up items prior to bringing device to the PRC.

Saving/Backing-Up

- › Large files should be backed-up to other storage media like flashdrives, portable hard drives and school approved cloud services. The school does not provide physical media, flashdrives, or portable hard drives.
- › It is recommended that students back-up their data as a precaution in case their device is damaged or no longer works as expected.

Deleting Files

- › Students are not permitted to delete any folders or files that they did not create or that they do not recognize.
- › Deletion of certain files could result inoperability.

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 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 or download inappropriate video, audio or other media to/from the Internet.
- › Students must not clear their browser 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 Print and Repair Center.
- › If a home printer is desired, standard printer drivers are installed on the devices. 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 KHS Student & Parent Handbook.

Examples of various infractions:

- › Unattended device, not following basic device use and care guidelines
- › Accessing sexual/violent/offensive material, illegal use of file sharing (i.e. music, videos, photos), cyber bullying, harassment, etc., downloading and/or installing non KS software/applications
- › Altering the standard KS accounts or configurations, posting unauthorized/inappropriate video, audio, media to the Internet, unauthorized (hacking) use of a KS account

- › Using device to conduct illegal activity
- › Unmodified behavior

Possible consequences include:

- › Verbal warning
- › Incident report
- › Parent contact by a staff member
- › Re-image (Erase) of device
- › Detention
- › Loss of device privileges for a period of time
- › Conduct Probation
- › In-school restriction
- › Suspension
- › Removal from device program
- › Release from school
- › Device lock-out
- › Referral to law enforcement

PERSONAL RESPONSIBILITY & PROTECTION

Kuleana (Personal Responsibility)

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

Mālama (Security)

- › The KS identification labels must remain on the device at all times. If a replacement is needed, students must immediately take their device to the Print and Repair Center.
- › Devices should never be left unattended. During PE, athletics, or other activities, devices 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 information not authorized for student use or open to the public.

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.
- › Students may not copy any programs to their own disks; this can be a copyright violation and is a federal offense.
- › Students may not make unauthorized copies of text material, audio, video, or software found on school computers or through the internet.
- › Students are not permitted to 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.
- › Students should 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 Devices

- › Students should never loan devices to other students, friends, or relatives.
- › Students are not permitted to borrow a device from another student.
- › Students are not allowed to log-in on another student's device.

Transporting Devices

- › Devices must be kept in the 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 device is not in use.

Passwords, Access and Accounts

- › Students should protect their files by keeping their passwords private.
- › Students should never share passwords or usernames with

- others.
- › Unauthorized access to another person's account or computer without their consent or knowledge is considered a form of hacking. This action is considered a serious infraction and will result in disciplinary consequences.
 - › Students should not set up separate accounts on their device.

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 access. For more information about safety, go to <http://www.isafe.org> or commonsensemedia.org.

Parents are strongly encouraged to monitor and be aware of the sites that their child is visiting. Also, It is recommended that parents discuss with their child their expectations regarding Internet use along with supervising of their child's Internet use.

Frequently Asked Questions (FAQ)

What should students do if the device is inoperable?

Student devices requiring repair should be brought to the Print and Repair Center.

Grades 9 and 10: next to the Pāki Unit Office.

Grades 11 and 12: Midkiff Learning Center.

Students will need to bring their devices and all accessories with them. Above locations are open daily from 7:15 a.m. to 3:30 p.m. unless otherwise posted.

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

If the student device 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 Print and Repair Center by the next school day after the occurrence.

- › *If lost or suspected stolen while at school:* Immediately report loss to the Print and Repair Center with detailed information. A police report must be filed.
- › *If lost or suspected stolen while away from school:* Report theft to the police and/or inform Print and Repair Center on the next school day of loss.
- › *If damaged:* Take device to the Print and Repair Center.

What “Appropriate Use” guidelines should student follow?

Students should follow the KHS 1:1 Learning Guidelines as well as refer to the Student Technology Acceptable Use Agreement of the High School’s Student and Parent Handbook.

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

devices. (See Ke Ko'i Lipi staff for assistance).

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.

Who should parents contact regarding the Ke Ko'i Lipi Program at KHS?

- › If the KS device is stolen or damaged, please contact:

Pāki Print and Repair Center (808) 842-8086

Midkiff Print and Repair Center (808) 842-8950

Student Technology Acceptable Use Agreement

Kamehameha Schools - Kapālama High School
Student Technology Acceptable Use Agreement (copy – do not use)

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

I understand:

1. This is being provided to me by Kamehameha Schools as an educational tool.
2. That there will be no stickers, ink, or any decorative items added to any of my assigned equipment (batteries, cords, chargers, device, and carrying case) other than the KS serial identification number tag.
3. That the KS identification tags should not be tampered with or removed.
4. That if my computer is not working properly, I will take it to the Print and Repair Center for repair.
5. That I may be without a device while it is being repaired.
6. That my family and I will be held financially responsible to repair or replace the device and/or other provided accessories at its current value if due to negligence and/or abuse.
7. I am responsible for knowing where my laptop is sat all times. Devices left unattended will be taken to the Print and Repair Center.
8. I will not use my computer to make unauthorized copies of software or files and will abide by all copyright laws.
9. That the installation of non-KS standard software is strictly prohibited.
10. That if my device is taken away by a staff member or is inoperable that it does not excuse me from completing any assignments or projects.
11. That I am responsible maintaining a sufficient charge on my device throughout the school day.
12. That the use of games and online game sites and social networking sites are not allowed during classes unless permission is granted by your instructor.
13. That I will perform regular back-ups of my student work files.
14. That my device must stay in the KS issued case when not in use.
15. That my device must stay with me or placed in a secure location or a locker.
16. I am not to use my personal iCloud, or similar accounts, to automatically sync data between my personal devices and my KS issued device.

I/We acknowledge that I/we have received a copy of the KHS One-to-One Learning Program 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

Notes:

Notes: