

KUNO Agreement Monte Vista School District C-8

Monte Vista School District has purchased a KUNO for each student in grades 4-12 to use for the current school year. The student will be issued a KUNO with predetermined applications (Apps) installed. All students and parents are required to review this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology.

Technology resources at Monte Vista School District are provided for the purpose of supporting the educational mission of the School. The School's goal in providing the KUNO is to promote educational excellence: by facilitating resource sharing, access to reading materials and intervention support, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the student's specific school handbook. It is understood that members of the School community will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times.

Monte Vista School District retains sole right of possession of the KUNO and related equipment. The KUNO will be issued to students according to the guidelines set forth in this document. Monte Vista School District retains the right to collect and/or inspect the KUNO at any time, and to alter, add, or delete installed software or hardware.

1. KUNOs

1.1 Receiving Your KUNO - KUNOs will be distributed at the beginning of the school year during "KUNO Orientation." Parents & students must sign and return the KUNO Acceptable Use Policy, Pledge documents and pay the Technology Use Fee before the KUNO can be issued.

1.2 KUNO Check-in - KUNOs will be returned during the final week of school. Students who transfer, withdraw, are suspended or expelled from Monte Vista School District C-8 during the school year, must surrender the KUNO upon termination of enrollment.

1.3 Check-in Fines- *Failure to return the KUNO will result in a theft report being filed with the local Police Department.* If a student fails to return the KUNO at the end of the school year or upon termination of enrollment at Monte Vista School District, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the KUNO. Furthermore, the student will be responsible for any damage to the KUNO, consistent with the School's KUNO Protection plan. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the KUNO.

2. TAKING CARE OF YOUR KUNO - Students are responsible for the general care of the KUNO they have been issued by the school. KUNOs that are broken or fail to work properly must be taken to the Technology Office for an evaluation of the equipment.

2.1 General Precautions

- The KUNO is school property and all users will follow this policy and the Monte Vista School District's acceptable use policy for technology.
- Cords and cables must be inserted carefully into the KUNO to prevent damage.
- KUNOs and protective casing must remain free of any writing, drawing, stickers, or labels. Students *may not* use "skins" to "personalize" their KUNOs.
- KUNOs must never be left in an unlocked car, places of extreme heat or cold, school cubbies or any unsupervised area.

2.2 Carrying KUNOs - The protective cases provided with the KUNOs have sufficient padding to protect the KUNO from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- KUNOs should always be within the protective KUNO case when carried.
- Avoid placing pressure and/or weight (such as books, backpacks, workbooks, etc.) on the KUNO screen.

2.3 Screen Care - The KUNO screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure and extreme heat or cold.

- Do not lean on the top of the KUNO when it is open or closed.
- Do not place anything near the KUNO that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover and screen.
- Clean the screen with a soft, dry cloth or anti-static cloth, no cleaners of any type.
- Do not "bump" the KUNO against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. USING YOUR KUNO AT SCHOOL - KUNOs are intended for use at school each day. Students are responsible for bringing their KUNO, fully charged, to all classes, unless specifically instructed not to do so by their teacher. Students who repeatedly (three or more times in a quarter) fail to bring the KUNO to school or maintain a fully charged battery will lose the privilege of the KUNO for a time to be determined by the principal.

3.1 KUNOs Left at Home - If students leave their KUNO at home, they may miss instruction or lose access to resources from the KUNO. Loaner KUNOs will not be available to students who forgot to bring to school or failed to charge their KUNO.

3.2 KUNO Undergoing Repair - Loaner KUNOs may be issued to students when their assigned KUNOs has been sent away for repair unless the damage is a result of student abuse.

3.3 Charging Your KUNO's Battery - KUNOs must be brought to school each day in a fully charged condition. Students need to charge their KUNOs each evening. This may take up to 5 hours to fully charge the KUNO.

3.4 Passwords - KUNOs will be password protected. During orientation, each student will be instructed in how the passwords will be selected. This password will be kept on record with the technology

department and may not be changed without school permission. Students are prohibited from sharing the password with anyone except their parents and school staff. Monte Vista District will provide a password to each student for their email account. This password may not be changed by the student.

3.5 Screensavers/Background photos - A standard screensaver or background will be preset on the KUNO and may not be changed by the student.

3.6 Photos - Photo/Image storage on the KUNO will be for school projects only. Storage of student personal photos or downloaded images is not allowed.

3.7 Sound, Music, Games, or Programs

- Students may not download music from iTunes or any other music sharing site unless directed by or with the permission of a teacher.
- Music is only allowed on the KUNO if provided by the teacher for educational use.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Non-educational games are not allowed on the KUNOs.
- The device can only be synced with the district provided Cloud network.

3.8 Printing - Printing will be available with the KUNO. Students will be given information and instruction on printing with the KUNO at school.

3.9 Home Internet Access - Students are allowed to set up wireless networks on their KUNOs to assist them with KUNO use while at home. Printing at home will require a wireless printer, proper settings on the KUNO and the correct app.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving Work to Google Docs - It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

4.2 Network Connectivity – Monte Vista School Districts makes no guarantee that the school wireless network will be up and running 100% of the time.

5. SOFTWARE ON KUNOS

5.1 Originally Installed Software – Monte Vista School District will synchronize the KUNOs to install the necessary Apps for school work. Students will not be able to synchronize KUNOs or add Apps through a personal Play Store account. The software/Apps originally installed by the school must remain on the KUNO in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course. Periodic checks of KUNOs will be made to ensure that students have not removed required Apps.

5.2 2 Inspection - Students may be selected at random to provide their KUNO for inspection.

5.3 Procedure for re-loading software. If technical difficulties occur or illegal software discovered, the KUNO will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. In this event, the student may lose the privilege of KUNO use.

5.4 Software upgrades - Upgrade versions of licensed software/Apps are available from time to time. Students may be required to check in their KUNOs to the Staff for periodic updates.

6. ACCEPTABLE USE - The use of the Monte Vista School District technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action will be applied. The Monte Vista School District School Acceptable Use Policy shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities - Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

6.2 School Responsibilities are to:

- Provide Internet and age appropriate Email access to its students.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.3 Students Responsibilities are to:

- Use computers/KUNOs in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to KUNO/computer or other electronic media use.
- Use all technology resources in an appropriate manner so as to not damage school equipment.
- Monitor all activity on their account(s).
- Turn off and secure their KUNO after they are finished working to protect their work and information.
- Return their KUNO to the School at the end of each school year. Students who transfer, withdraw, are suspended or expelled, or terminate enrollment at Monte Vista School District for any other reason must return their individual school KUNO on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing School policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, or other inappropriate material.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Use of any Messaging services-EX: MSN Messenger, ICQ, AIM, IMO, etc.
- Non educational games.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of KUNO settings (exceptions include personal settings such as font size, brightness, etc.).
- Gaining access to other student's accounts, files, and/or data.
- Students are not allowed to use another student's KUNO unless directed or overseen by a teacher or staff member.

6.5 KUNO Care - Students will be held responsible for maintaining their individual KUNOs and keeping them in good working order. KUNO batteries must be charged and ready for school each day. KUNO cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee. KUNOs that malfunction or are damaged must be reported to the School Office within 24 hours or the following Monday if the problem occurs over the weekend. The school will be responsible for repairing KUNOs that malfunction. Students will be responsible for the entire cost of repairs to KUNOs that are damaged intentionally. KUNOs that are stolen must be reported immediately to the Technology Office and the Police Department.

6.6 Legal Propriety

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism is not allowed. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, photos and text.

6.7 KUNO Infraction/Consequence Chart

*Teacher issuing infraction will inform building administration and appropriate consequences will be applied.

*General misuse will be considered a classroom offense and students will be moved down the classroom behavior chart.

<u>Infraction</u>	<u>Consequence</u>
Battery - Battery is dead, or not enough power for school day.	Strike
Forgot - KUNO is forgotten at home, somewhere not within the school	Strike
Settings - Changing settings that may interfere with school use (background, brightness, and sounds)	Strike
Downloading - Downloading of apps or downloading other materials not assigned by teachers. <i>**See Inappropriate Pictures**</i>	Strike
Inappropriate Pictures - Downloading/Taking inappropriate pictures. (including, but not limited to nudity, gangs, guns, and profanity)	Strike/Notify Administration/Parent Call
Other Offense - other offenses that administration/teachers feel interfere with school use or which harass/bully others.	Strike/Consequence determined by administration if necessary
Deleting Apps - Deleting apps loaded by the school	Strike/Cost of lost app(s) if applicable
Applying Passwords/Disabling KUNO	Strike/Cost of lost app(s) if applicable

Strike Consequences

1 st Infraction	Warning (Grade level KUNO Coordinator)
2 nd Infraction	Loss of KUNO take home privileges for 1 day (Principal Contact)
3 rd Infraction	Loss of KUNO take home privileges for 3 days (Principal and Parent notified)
4 th Infraction	Loss of KUNO take home privileges for 1 week (Parent note or call/Principal Notified)
5 th Infraction	Principal will issue further appropriate consequences.

7. PROTECTING & STORING YOUR KUNO

7.1 KUNO Identification - Student KUNOs will be labeled in the manner specified by the school. KUNOs can be identified in the following ways:

- serial number and engraving
- Monte Vista School District label with barcode

7.2 Storing Your KUNO - When students are not using their KUNOs, they should be stored in KUNO storage area in each classroom. Nothing should be placed on top of the KUNO. KUNOs should not be stored in a family's vehicle. If a student needs a secure place to store their KUNO, they may check it in for storage in the classroom.

7.3 KUNOs Left in Unsupervised Areas - Under no circumstances should KUNOs be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, library, unlocked classrooms, and hallways. Any KUNO left in these areas is in danger of being stolen. If a

KUNO is found in an unsupervised area, it will be taken to the School Office. In the event that a KUNO has been turned into the offices due to not being supervised, the student will have to check in and check out their KUNOs from the teacher daily for one (1) week.

8. KUNO INSURANCE

8.1 School Protection - Monte Vista School District will provide Insurance Protection for as part of the yearly Technology Use Fee. Parents will need to pay the annual technology use fee before a student is issued a KUNO.

The protection covers:

- Accidental damage, including drops/liquid spills
- Theft – if reported in the appropriate timeline
- Fire/flood damage
- Vandalism (by someone other than a Monte Vista student)
- Natural disasters
- Power surge due to lightning

The Monte Vista School District's Pledge for KUNO Use

- I will use my KUNO in ways that are appropriate and educational.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or any other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to others.
- I understand that my KUNO is subject to inspection at any time without notice and remains the property of the school.
- I will take good care of my KUNO.
- I will never leave the KUNO unattended and I will know where it is at all times.
- I will protect my KUNO by only carrying it while in the case provided.
- I will never loan out my KUNO or give my password to other individuals.
- I will not let anyone else use my KUNO other than my parents, guardians or Monte Vista School staff.
- I will charge my KUNO's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my KUNO since they may cause damage to the device.
- I will not remove or deface the serial number or other identification on any KUNO.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance and inform my teacher and the School Office immediately.
- I agree to return the KUNO, case, stylus, keyboard, keyboard case and power cords in good working condition.
- I agree to the stipulations set forth in the above documents.

Student Name (Please Print Clearly): _____

Parent/Guardian Name (Please Print Clearly): _____

Parent/Guardian Signature: _____ Date: _____

Monte Vista School District KUNO Acceptable Use

Policy Parent/Guardian Policy

I hereby release Monte Vista School District and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use the school technology, including but not limited to claims that may arise from the unauthorized use of the KUNO to purchase product or services. I also agree to report any inappropriate KUNO use to the school administration.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.

I accept that I am responsible to pay \$40 for my child's Technology Use Fee, which includes KUNO insurance.

I have read and understand the information contained in this document and agree to abide by the rules set forth in this document.

Parent/Guardian Name _____

Parent/Guardian E-mail _____

Parent/Guardian Phone _____

Parent/Guardian Signature _____

Date _____

Child's Name _____

Child's School _____