



Device Care and Internet Safety Training

August 14, 2020



Outcomes:

Have a clear understanding of the parent and child's role with:

- Appropriate Device Care
- Expectations for Responsible Device Use
- Internet Safety



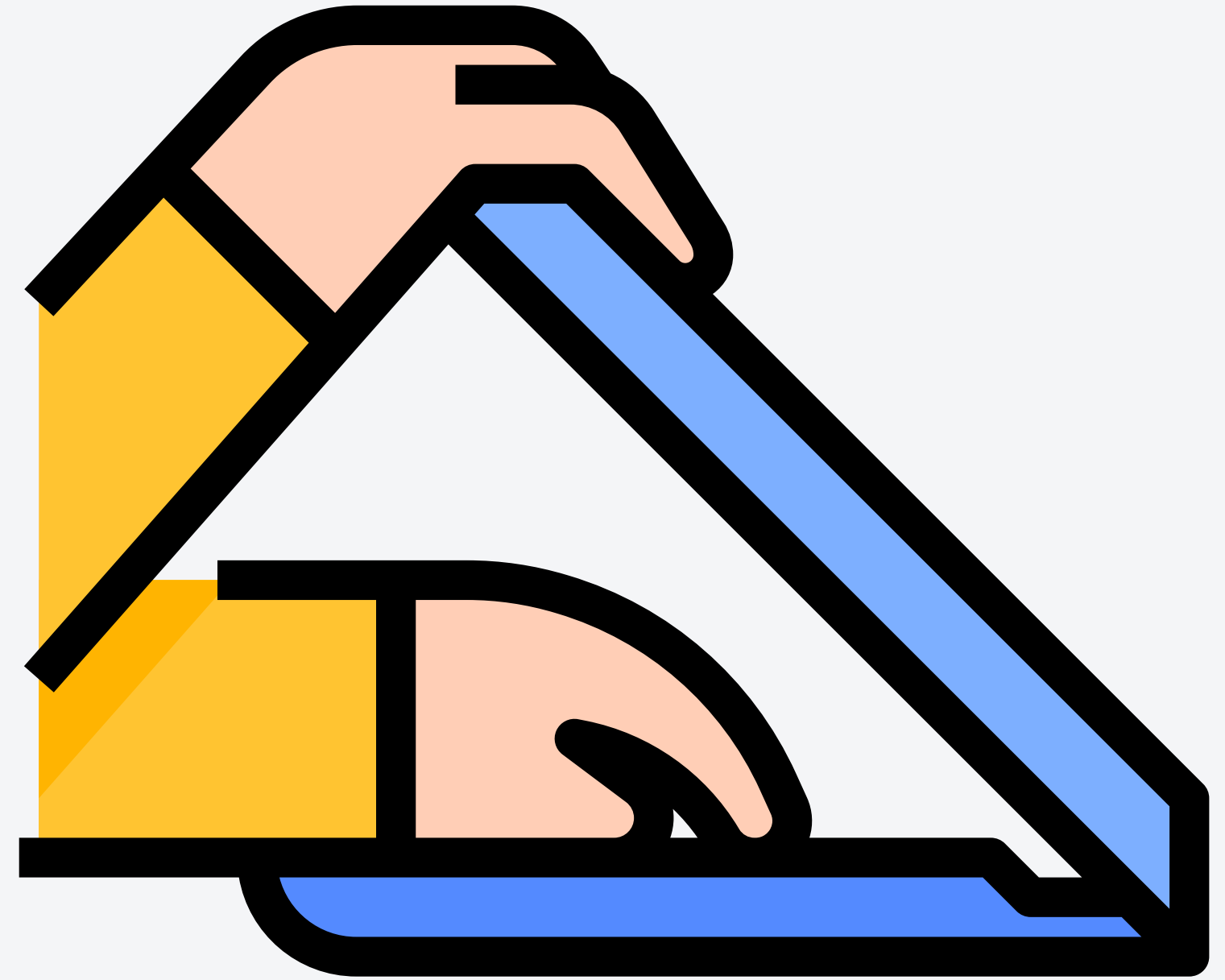
Appropriate Device Care

- Hold the device with two hands
- Place the device on a table, desk, or a flat surface when using it.
- Don't press your fingers on the screen because it's sensitive and can crack easily.



Appropriate Device Care

For Chromebooks, open the device using two hands. One hand will hold the bottom part while the other hand will open the top.



Appropriate Device Care

If you need to clean the screen, use only a microfiber cloth and wipe it gently.



Appropriate Device Care

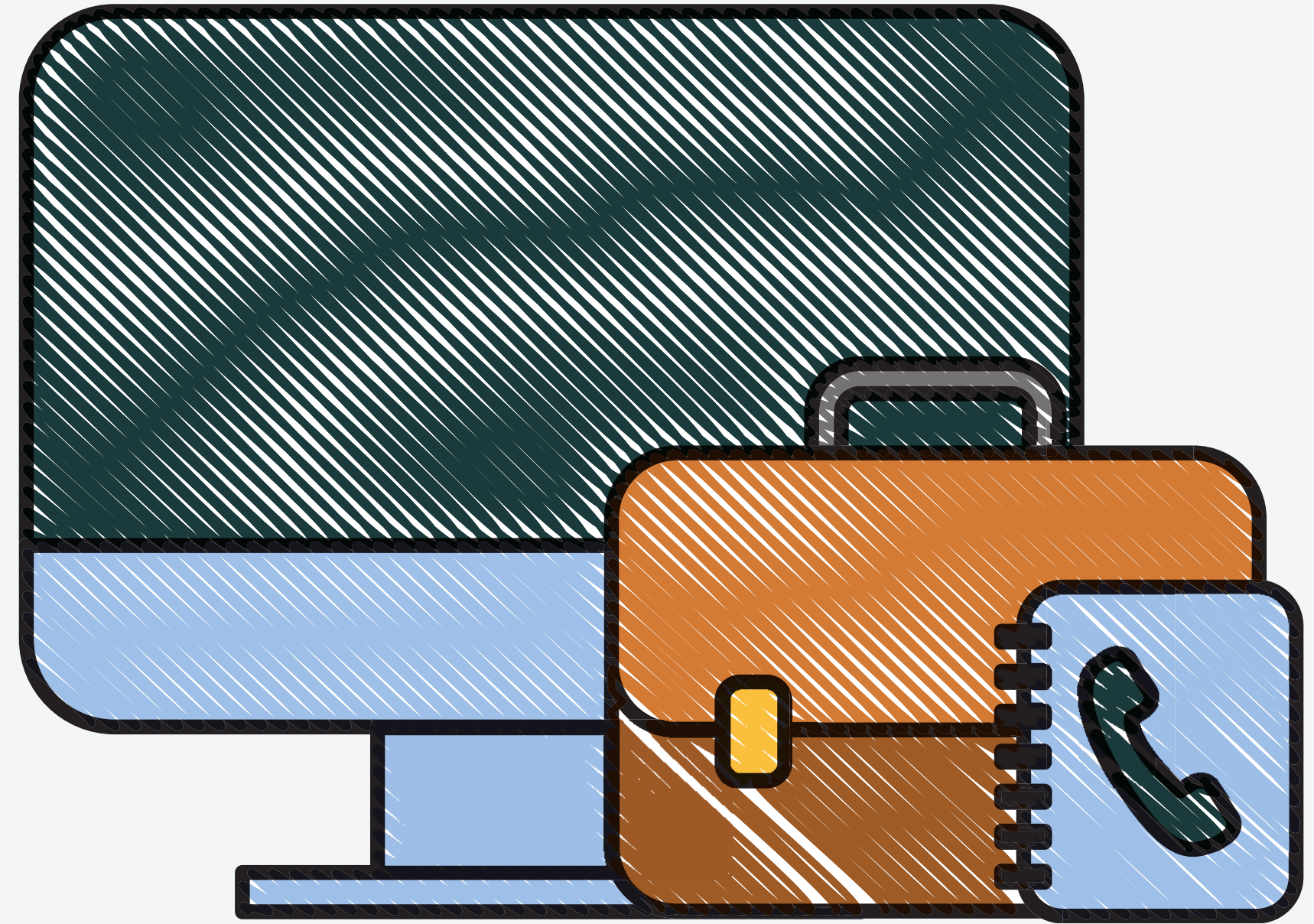
Log off and shut down your device after you are done using it.



Appropriate Device Care

Leave your device in a safe spot - not on the bed and never on the floor.

Preferably on a shelf or a higher area where you won't step on it. For CB, you can place it back in the bag and put the bag in a safe spot.



INTERNET SAFETY

While the internet provides a lot of resources for learning, it is also important to recognize the dangers that come when students are online.

Follow the **SMART** rules to stay safe online.

Online Safety

Follow the **SMART** rules to help stay safe online.

Safe



Stay **safe** online by not sharing your personal information.



Meet



Do not **meet** anyone who you have only become friends with online.



Accept



Do not **accept** messages and friend requests from people you do not know.



Reliable



Not everything online is **reliable**. People online are strangers and you can't always trust everything they say.



Tell



Tell an adult you trust if anything happens online that you do not like.



Be careful what you share online!

Stop and think before you share information online.
Don't say or do anything that you wouldn't do in the real world!



INTERNET SAFETY

Students need to be supervised by an adult anytime they are using the device.

Be familiar with your child's school schedule.



INTERNET SAFETY

School networks have restrictions that do not allow students to open or access certain sites like You Tube.

When at home, be sure to only use or visit sites that your teacher tells you to.



INTERNET SAFETY

Do not share your password with anyone but your parents.

Do not give out your name, address, name of school or family information to anyone.



INTERNET SAFETY

Do not talk to strangers on the internet.

Let your parents know right away if you see or read something you think they would not like.



INTERNET SAFETY

Only use approved websites, and programs shared with you by your teacher. Seesaw, Google Classrooms, iReady and IXL are some examples.

Remember your device is for EDUCATIONAL uses only and belongs to the school.



INTERNET SAFETY

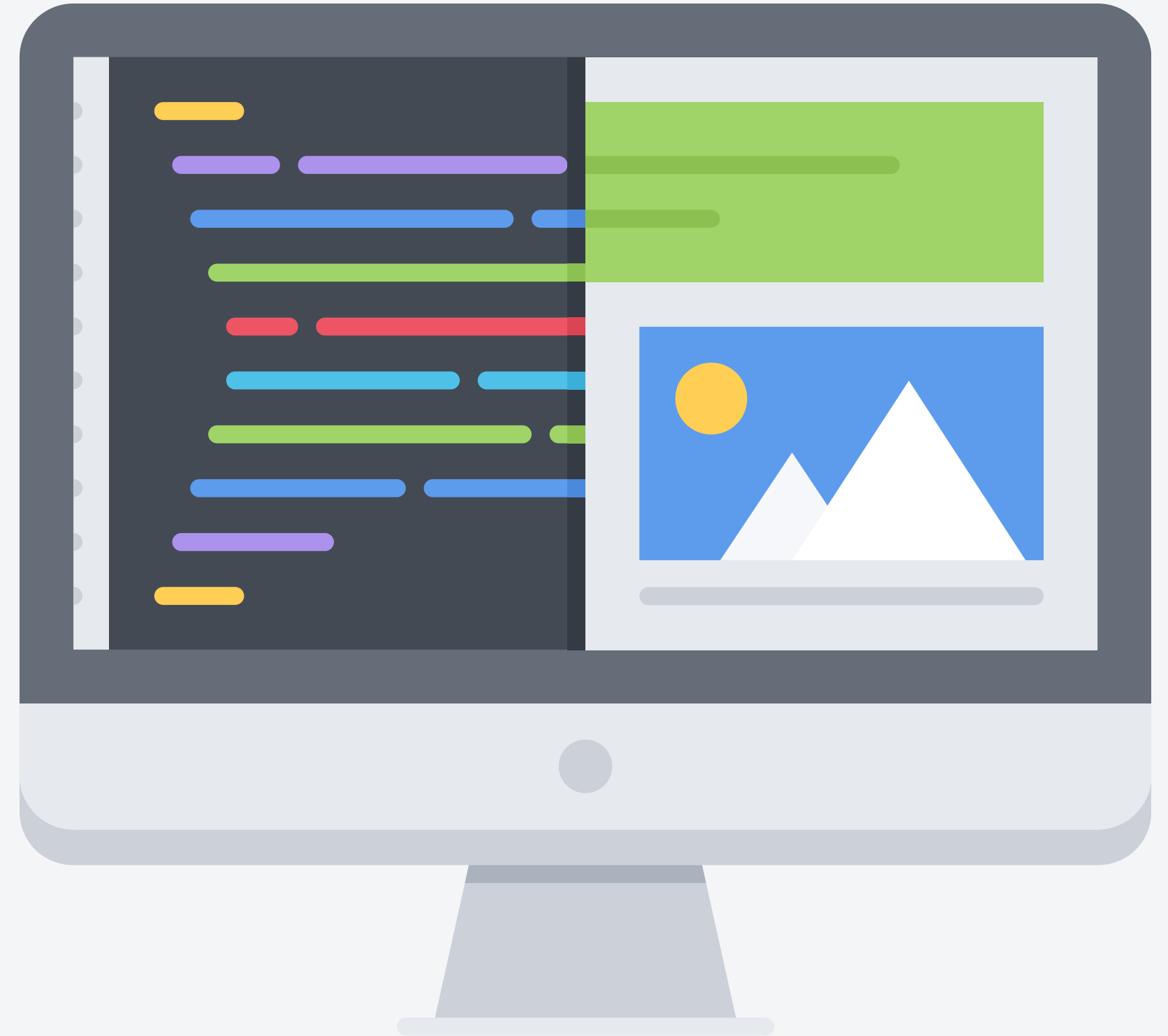
Do not download any programs or applications not approved by the school.

Absolutely no social media or social gaming



INTERNET SAFETY

If you are getting pop ups, do not click on them as they may take you to an inappropriate website. Shut the device down and then try and restart it. If it continues, bring the device back to Hau'ula Elementary School so that the tech person can look at it.



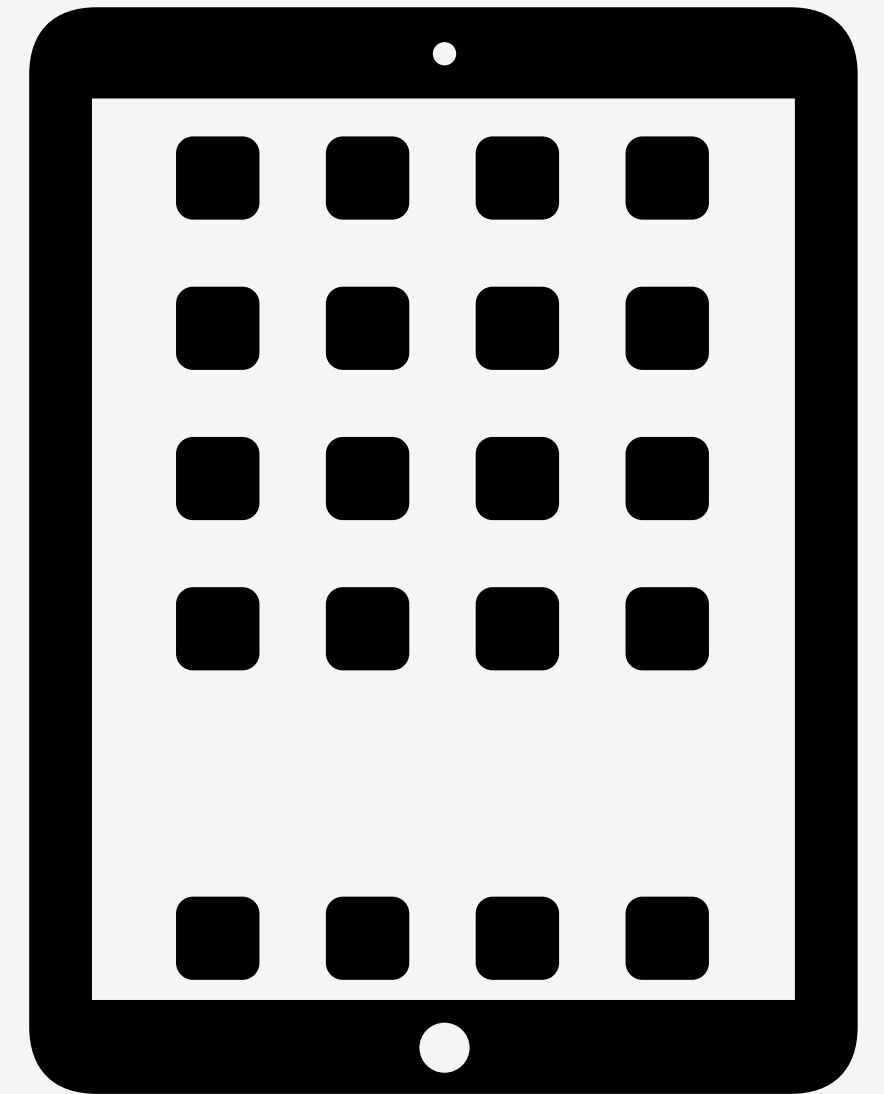
POWERING ON/OFF THE DEVICES

For Chromebooks: Simply open the lid and the page where you should sign on, will be on the screen. When you need to shut down, make sure that you sign out from your device. Signing out will be on the upper right hand corner of the google page. It's in the circle where you see your initial or icon. Click on the circle and sign out. Then on the left hand bottom corner, you will see a button that says shut down Click on that button. Now you can put your CB away.



POWERING ON/OFF THE DEVICES

For iPads: The power button is on the top right. Hold it for about 2 seconds and the iPad will turn on (the apple icon will come on the screen). To power off, hold the power button down until it says “slide to power off”. Slide your finger toward the right. Now you can put your device away.



REQUIRED FORMS

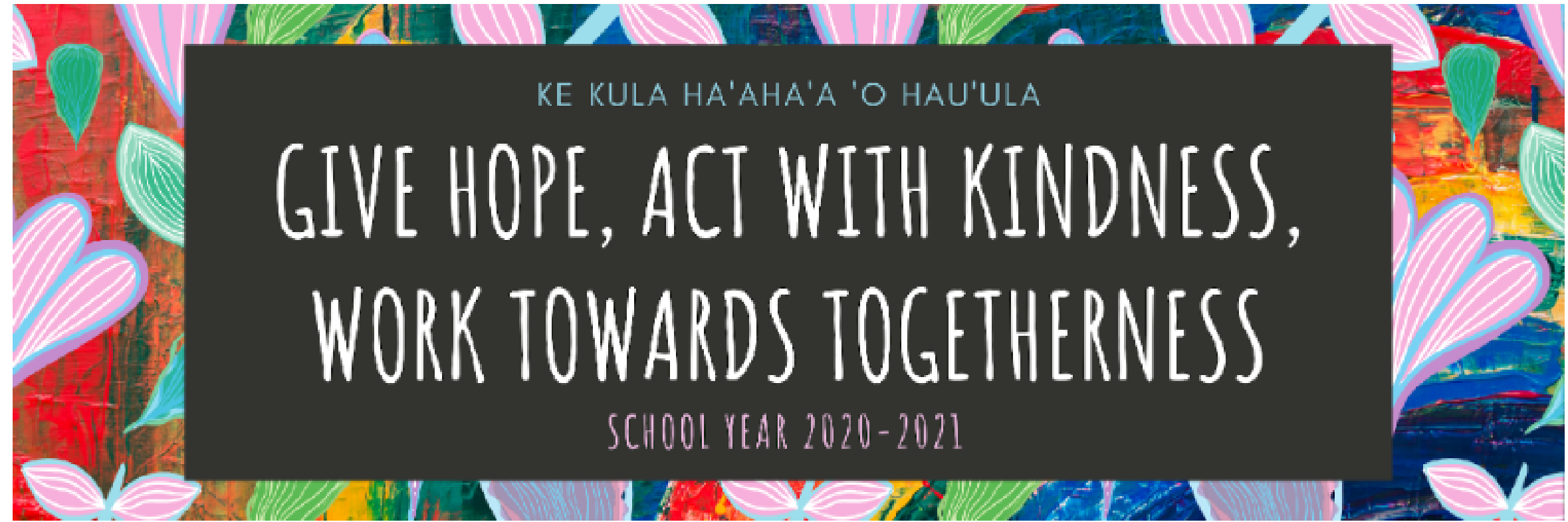
The following forms are required and need to be read through and signed by both parents and students.

Intentional damage or inappropriate use of the device will result in having to return the device back to school.



Student Laptop Loan Agreement and Expectations for Responsible Laptop Use

Parents and Students are to read and sign this form



Hau'ula Student Laptop Loan Agreement and Expectations for Responsible Laptop Use

Student Device Loan Agreement

Devices will be provided to students attending **Hau'ula Elementary School** to help them enhance their education. It is imperative that parents/guardians stress to their children how important it is to take good care of their issued device and to behave appropriately when interacting with others and the instructors digitally. Certain rules are necessary to protect the laptop and the school network and ensure that this technology serves as an effective instructional tool. By accepting possession of a HES device, the student and his/her parent/guardian agree to the following responsibilities for the use and care of this device:

1. The student agrees to follow the TPLUG (Technology Responsible Use Guidelines) set forth by the

Technology Responsible User Guidelines (TRUG)

Using technology is a responsibility and a privilege.



Technology Responsible Use Guidelines

(for digital devices, network, and internet services owned and leased by the Hawaii State Department of Education for its students)

1) Introduction

The Hawaii State Department of Education (HIDOE) is committed to guiding students in their use of technology as a tool to support their achievement and encourages their use of HIDOE-owned or leased digital devices, network, and internet services for educational programs within the framework of its responsible use guidelines.

Parents and legal guardians (hereafter collectively referred to as "parent" or "parents"), with their child, should review the guidelines and sign the Technology Responsible Use Form ("TRUF"), which should be returned to the child's school by a date as specified by the school but not later than 30 days from date of distribution to the student. The signed forms constitute an understanding and an agreement to abide by all rules, regulations, and guidelines relating to the use of HIDOE-owned or leased digital devices, network, and internet services, which may be modified or expanded as needed by HIDOE. The most recent version of these guidelines is available at <http://bit.ly/FERPAHI>.

2) Using technology is a responsibility and opportunity for our students

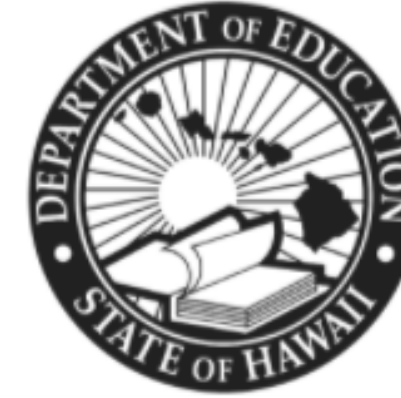
The use of HIDOE-owned or leased digital devices, network, and internet services is a privilege, not a right. The duty to educate students about responsible and appropriate use of the Internet and digital devices is shared by parents, teachers, and schools. It is the responsibility of students and parents to ensure that HIDOE-owned or leased digital devices, network, and internet services are used in accordance with these responsible use guidelines.

3) Monitoring for student safety

Devices and accounts accessing HIDOE Internet and Networks are the property of HIDOE. HIDOE monitors and

Technology Responsible Use Form (TRUF)

Parents and Students
are to review the TRUG
and sign this form



Technology Responsible Use Form

(for digital devices, network, and internet services owned and leased by the
Hawaii State Department of Education for its students)

Each student and his or her parent(s)/guardian(s) ("parent" or "parents") must review the *Technology Responsible Use Guidelines for digital devices, network, and internet services owned or leased by the Hawaii State Department of Education for its students*, known as "Technology Responsible Use Guidelines" or "TRUG", and sign this "Technology Responsible Use Form" or "TRUF" for access to digital devices, internet and network services, including online educational services.

STUDENTS who will be using Hawaii State Department of Education (HIDOE) owned or leased digital devices, network, and internet services:

- I have read the Technology Responsible Use Guidelines (RS 17-0051) in the separate document and agree to, and will abide by, its terms/guidelines stated therein, and as may be subsequently modified.

As a PARENT, I also agree that:

- I am responsible for monitoring my child's use of HIDOE-owned or leased digital devices outside of HIDOE property/school.
- HIDOE may bar access by students to certain material not deemed for educational purposes; however, I also understand it is impossible for HIDOE to restrict access to all controversial and inappropriate materials. Therefore, I will hold harmless HIDOE and its employees from any cause of action related to my child obtaining access to materials or software which may be deemed inappropriate.
- I have discussed the TRUG with my child and, therefore:
 - If available at the school, I agree that my child be assigned a HIDOE-owned or leased digital device;
 - I agree that my child be allowed access to HIDOE's internet/network services; and
 - I agree that my child be allowed access to the online educational services provided by the school.
- I understand that all software loaded on the device upon issuance to the assigned student is the property of the HIDOE. Copying this software to another device is not permitted and may violate copyright laws. Students/parents should not download or install any software on this device other than printer drivers for home printing or software specifically for

Student Publication/Audio/Video Release Form

Check the "Yes" box if you agree to allow your child to participate online with their teacher through meeting conference platforms like webex or google meets

Form SP/VR



State of Hawaii
Department of Education

Student Publication/Audio/Video
Release Form

This form supersedes all previous Student Permission to Videotape/Record, Reproduce Work and Student Publication/Audio Release Forms.

Note: This form does not apply to the creation or use of digital or print media of students for research purposes, including post-secondary degree requirements. For more information visit: <http://bit.ly/HIDOEdata-research>.

In order to protect a student's rights to privacy as outlined in the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA), parents/guardians or eligible students (those aged 18 or over) are being asked to give the Hawaii State Department of Education (HIDOE) permission to create or use digital or print media of the student's name, voice, likeness or images of student work for the purposes described in this form.

I hereby give my permission to HIDOE to create or use the media described above of my child (if parent/guardian) / me (if eligible student) or my child's / my work — which may include, but are not limited to, video and audio recordings, photographs, and images — for the following legitimate educational purposes:

- Publication on HIDOE websites or in print or other digital media (see back page for examples)
- HIDOE staff professional development, including peer and advisory observations
- HIDOE training, including but not limited to preparation programs

I understand that the distribution of these media may include print, online, or digital media, and open-circuit broadcast, closed-circuit, or cable television transmission within or outside of the State of Hawaii.

I understand that there will be no compensation, financial or otherwise, by HIDOE for its use of these media, either for initial or subsequent transmission or playback.

I understand that granting permission includes a potential risk of loss of privacy. I hereby release HIDOE from any liability resulting from or connected with the creation or use of these media.

I understand that permission is granted for the life of the media. I release all interest in the media for which I am giving permission.

I understand that I may withdraw my permission at any time without any negative consequences by submitting a written statement to my child's/my school. I understand that withdrawing consent will not affect my child's/my standing in school, nor any publication or work using these media which has already been produced.

Please check one:

☐ **Yes, I agree to the provisions above and HIDOE has** OR

my permission to create or use digital or print media of my child's/my name voice likeness or images of my child's/my work exclusively educational purpose stated below.

RESOURCES/HELP:

Child Internet Safety Resources: Link

'Ohana Help Desk:

<https://sites.google.com/k12.hi.us/ohana-help-desk-portal/>

Hau'ula Tech Help: 305-2091

DEVICE CARE AND SAFETY TRAINING COMPLETION

Upon completion of this training, please submit your information below:

Device Training Completion: <https://bit.ly/devicetrain>

MAHALO NUI

