

ALL individuals using M-101 Lab Equipment (cameras, computers, recorders etc) or personally owned technology on the KHS school network while in the M-101 Lab must comply with the following:

1. Acceptable Computer Use Policy-Hawaii DOE

<http://www.hawaiipublicschools.org/BeyondTheClassroom/SafeSchools/AntiBullyingWork/Pages/Internet-and-computer-use-rules.aspx>

2. Technology Responsible Use Guidelines -Hawaii DOE

<https://www.hawaiipublicschools.org/DOE%20Forms/FRL/TRUG.pdf>

3. The following additional rules apply in the M-101 Lab at Kealakehe High School and on any class assignment carried out anywhere on the Kealakehe High School Campus or anywhere off campus if students are using technology or devices owned by Hawaii DOE- and/or the WaveRider Media Team, or as part of the classroom assigned equipment (cameras, recorders, drones, tablets, SD Cards, digital storage devices etc).

Individuals are responsible for their behavior while utilizing school system or personally owned technology.

Individuals will respect others: use appropriate language, constructive criticism, and support the efforts of others.

Individuals will respect online spaces and facilities: use appropriate edits, upload only appropriate images and files, and take care not to delete or damage other student or staff material on any site.

Individuals will utilize social media and third party online collaborative digital space to demonstrate exemplary work and to develop a positive online presence.

Individuals using technology will not intentionally create, access, share, download, or print content that:

- A. Depicts profanity, obscenity, the use of weapons, terrorism, or violence
- B. Promotes use of tobacco, drugs, alcohol, or other illegal or harmful products.
- C. Contains sexually suggestive messages or is sexually explicit or obscene. (pictures-speech etc)
- D. Depicts gang affiliation.
- E. Contains language or symbols that demean an identifiable person or group or otherwise infringe on the rights of others.
- F. Contains rude, disrespectful, or discourteous expressions inconsistent with civil discourse or behavior. (flipping the bird, mouthing curse words on a video etc)
- G. Constitutes bullying, cyberbullying, harassment, or intimidation of anyone, including disrespectful speech against another

If you as a student in any way see another student creating any content (video-recording-picture etc) that falls into these above categories, it is your obligation as a student to report this to immediately Mr Shelor, another teacher, an administrator, or the responsible adult that is supervising your class.

If you find any content on a computer, camera, SD Card, or any device at school that meets any of the above categories, or even if you are not sure, you need to report this immediately to Mr Shelor, another teacher, an administrator, or the responsible adult that is supervising your class.



Career & College Ready Skills

Procedures for using M-101 Lab Equipment-

- 1. Students will sign out and back in any equipment used for class media assignments and will take care to prevent damage and or theft of the school property.**
- 2. Students/Groups will return to class with no more than 10 minutes left in class to effectively upload media content from devices and to return in good condition all equipment checked out**
- 3. Students will not create/ or upload any media content that could be considered objectionable under the above guidelines. And will notify supervising adult if there is any question or interpretation.**
- 4. Students will DELETE all media content from used media devices (SD CARDS-Camera Memories-Portable Storage Devices) once they have uploaded media content for their projects to the computer.**
- 5. Online behavior and digital media behavior (cameras and recorder usage) should reflect the same standards of accuracy, honesty, respect, responsibility and consideration that are required in school-related direct contact communication.**

“Our goal in the M-101 lab is to promote healthy and safe digital literacy with our mission being to promote digital content that is creative, artistic, and uplifting in it’s character”

Mr. Shelor 04/21/2017

Students will be asked to read and sign in on a Google Form to acknowledge they have read this and understood all it’s meanings.

