

Student's Cell Phone Number _____

- Cell phones may be used before school, after school, and during lunch.
- Please refer to the student handbook for permissible use of cell phones during school hours.
- At all other times cell phones **MUST** be turned off, not placed on silent mode.
- Refusal to turn off a cell phone will result in confiscation for the remainder of the day.
- Ongoing issues may result in the withholding of a cell phone until it is picked up by a parent and/or the student will not be allowed to have a cell phone in the building.
- Noncompliance with staff directions may result in suspension.

Parents: Please do not call or text your students on their cell phones during school hours. If contact must be made immediately, please use the school number (507) 387-5524 and the call will be forwarded to the student's classroom.

I have read the above and agree to abide by these rules.

Print Student Name: _____

Student Signature: _____ Date: _____

Print Parent Name: _____

Parent Signature: _____ Date: _____



Acceptable Use Agreement

Learning Devices

We are pleased to offer digital learning through Chromebook devices at Kato Public Charter School for students grades 6-12. We recognize the use of devices provided by the school for digital learning as a privilege, not a right, and want the students and families to model good behavior in using our devices.

It is important to know that users shall not damage or disable the devices provided by the school, use for private information posting, or allow others to access the device. Users may also not violate copyright laws or licensing agreements when using the school devices.

Any use that is considered inappropriate in an educational setting or seen as disruption to the process of learning is not acceptable. Devices may not be used to be abusive to others, threatening, racist, inflammatory, disrespectful, profane, obscene, or used for illegal purposes. Violation of the policy may result in:

- **Civil or criminal liability**
- **Suspension or expulsion**
- **Removal of access to privileges**
- **Notice to parents or guardians**
- **Detention**
- **Payment for replacement or damage**

As a reminder, school officials have the ability to examine the devices and student information at any time, including school email accounts and student files saved on the devices.

Please acknowledge by signature that you have read the above summary and understand it is the students responsibility to follow all school policies and procedures:

Chromebook Serial #: _____ Student Name: _____

Student Signature

Date

Parent Signature

Date

Learning Device Policy & Procedure

Welcome to Kato Public Charter Schools Student Online Learning

Our goal is to incorporate a 21st century method of learning with our new technology platform and implementation of chrome books. Personal computing devices will be used throughout the school for different levels of education, and it is important that our students are all aware of how to operate them effectively and efficiently. This new learning method is intended to allow students to complete projects at a pace that is appropriate for their level of learning, give access to information immediately, allow for collaboration among advisors, and continue to center around students when creating learning plans. All parents or guardians of children enrolled at Kato Public Charter School must review the policy below and will be asked to acknowledge our acceptable use policy and replacement policy before chrome books can be assigned to the students.

Receiving the Device

- Acknowledge Receipt of Learning Device Policy & Procedure
- Complete Acceptable Use Policy
- Complete Replacement Policy

Care of Device

- Students are responsible of general care of the device issued by the school. Devices broken or not working in any way must be taken immediately to the office.
- Do not place on uneven surfaces where the books may fall.
- Avoid leaving your chrome books on beds or sofas or pillows, which may cause a fire.
- Do not drink or eat while using your Chromebook or around your Chromebook.
- Do not touch the Chromebook screen in a way that causes them to crack or blur.
- Do not leave your Chromebook in a care, cold or hot.
- Run the battery life down, and charge at the end of the day. Unplug the device when it is fully charged. Avoid running the battery down completely.
- Keep your Chromebook clean.
- The device must remain in the school provided protective case when being transported.

- Store in the carrying case and do not place items on top of the devices. Students will take devices home daily.
- Do not expose to direct sunlight.
- The screens can be damaged by pressure. Do not stack other items on the device, place it in a backpack, lean on top of the device, etc. Clean the screen with anti-static cloth and do not use cleansers.
- Devices cannot be left in unsupervised areas at the school or in public.

Security

- Only intended users may use the Chromebook.
- Never leave the Chromebook unattended.
- Always take time to lock and secure your Chromebook.
- Do not leave your Chromebook in a locked vehicle in plain sight.

General Precautions

- The device is school property and students must follow acceptable use at all times.
- Keep the devices dry, away from water and humid locations.
- Never leave devices unattended or in an unlocked location.
- Do not write on your device, add stickers, draw or label with anything that is not property of Kato Public Charter School.

Use of Device

- Students will be using the Edmentum courseware for online learning modules. Courses will be assigned by the advisors.
- Students cannot download applications on their own and can only do so when instructed by an advisor for educational purposes.
- Keep your device charged so you can use it during the school day.
- Students can set up a wireless network on their device to access their home network and must follow the acceptable use policy while at home.
- Do not try to circumvent management of the Chromebook that is set in place by the school.
- The device is owned by Kato Public Charter School and can be inspected any time. There is no privacy policy for students related to use of the device.
- Devices are to be brought to school every day and should not be left at home, as the coursework completion depends on having access. If the students have forgotten the device, they may check out a temporary access Chromebook from the office, and must return by the end of the school day.

Acceptable Use of Device

- Students cannot assign the privilege to use this book to others. Use discontinues immediately when students are no longer part of Kato Public Charter School and must be turned in at the end of each school year.
- Violation of acceptable use outline in this policy and procedure and referenced forms and acknowledgements can lead to termination of use.
- Failure to follow other policies of Kato Public Charter School, such as those listed in the Student Handbook and all others acknowledged by students, may result in removal of the privilege to use the device.
- Use of cameras and microphones during instructional time is at the discretion of the advisors. Recordings cannot be published or reshaped for any reason by the student without permission.
- No secret recordings are allowed at any time in accordance to State and Federal laws without knowledge and consent of the

individuals being recorded. Violation may result in serious disciplinary actions.

Security

- The safety of students is our greatest concern. Federal Communications Commission's Children's Internet Protection Act (CIPA) laws regarding internet safety must be followed.
- Schools are required to block access to obscene content, pornography, online gambling another sites harmful to minors.
- Schools must monitor students internet access and provide opportunity for education on appropriate online behavior.
- Kato Public Charter School will be incorporating the Securly system to manage oversight of use of the device and access to internet.
- We strongly encourage in all cases that parents or guardians engage in student activities that include online access. Families will have the ability to sign up and monitor use, which will include:
 - Receiving notices and reports to help with areas of engagement.
 - Detect harmful behavior and bullying through web activities.
 - Set up polices to use at home when the student is on the schools device.
 - Monitor and view activities on the web when students are logged into their device.

Lost, Stolen or Damaged Devices

- Students families will be responsible for replacement cost and repairs. Our insurance policy does not cover intentional destruction, the case, or loss of the device.
- Notify parents and the office immediately when the device is lost, damaged or stolen so immediately action can be taken.
- Replacement fees will be assessed for the device, broken screens, cases, and cables.

Parents Guide for Online Safety

- Please have frequent conversations with your child and be proactive about appropriate use of devices and internet access. Parents are responsible for monitoring activities when

students are not at school and are using the devices outside of school hours.

- The school provides web filters for times the students are on school grounds, which is required by Federal Law. This access may not be in place at home, and parents must be cautious of this and take appropriate measures.
- Know the options to protect your children. Families can use free services such as OpenDNS, or other paid filters.
- We recommend monitoring and limiting screen time, keep the device out of the child's bedroom, and set an agreement within the family to abide by.
- Regularly check the privacy settings. Monitor activities and digital footprint and always be mindful of relationships that may be established online that could be dangerous.
- Keep an eye out for bullying online, or cyberbullying and talk with your child about avoiding this behavior and being open and honest with you when it is happening to them.

Insurance Plan Option

- In order to protect implement the devices, the school had to make an investment. We recognize there is a cost for the potential replacement should a student lose or break a device. We offer the option for insurance coverage that covers certain types of replacement and loss, detailed in the plan.
- Families must determine whether or not they want to add the insurance protection plan, and not doing so take full responsibility for the repair and replacement of the devices if they are lost, stolen or damaged.
- To add the insurance plan, the cost is \$15 per device, due at the time the device is accepted. Families on the free and reduced lunch program the year the device is accepted will not have a fee.

Student Name: _____

Parent/Guardian Name: _____

Student Device ID#: _____

User compliance

I understand and will abide by this **Learning Device Policy and Procedure**. I understand that failing to do so may result in the device being removed or disciplinary actions. Please sign below to acknowledge.

Name:

Date:

Student Signature

Name:

Date:

Parent Signature

CLOTHING STANDARDS

Student dress must conform to the educational mission of the school. Any form of clothing which is considered to be contrary to good hygiene or which is distracting in appearance or detrimental to the purpose or conduct of the school, will not be permitted. Inappropriate clothing includes, but is not limited to, the following:

- Short shorts/ skirts (cover less than half of the thigh), skimpy tank tops (no exposed bra straps or exposed cleavage), tops that expose the midriff, and other clothing not in keeping with community standards.
- Any pants, slacks, or shorts that expose undergarments or the mid-section of the body.
- Any clothing or positioning of clothing that is viewed as promoting gang membership or intimidating to others.
- Clothing which bears a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, signs, words, objects, or pictures on clothing communicating a message which is racist, sexist, or otherwise may be interpreted as derogatory to a protected minority group or which suggests gang membership.

It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane.

Students will be asked to turn shirts inside out and/or cover up that which is inappropriate. Parents may be called to bring a change of clothing for students who do not comply with clothing standards or they may be sent home to change. (The student IS expected to return to school).

I have read the above and agree to abide by these rules.

Print Student Name: _____

Student Signature: _____ Date: _____

Print Parent Name: _____

Parent Signature: _____ Date: _____

Kato Public Charter School strives to provide the best technology possible for the use by students. KPCS also values being socially responsible for the access its students have to the Internet. Providing high tech equipment and safe Internet usage requires a substantial monetary investment. In order to protect this investment, the following policies and procedures will apply to computer and Internet use at KPCS.

- To protect the integrity of the hardware and software on the computers KPCS uses lockdown software. To protect the proper use of the Internet KPCS uses a filtering system to block inappropriate web sites. The students must not tamper with these systems. Students must not hack or attempt to change any settings placed on the computers.
- KPCS acknowledges the vast number of viruses, worms, and other infections on the Internet, e-mails, and downloading files. To help protect its systems restrictions are placed on student- owned computers used within the school. All student-owned computers allowed to connect to the school's Internet or network systems must remain in the building and have anti-virus software installed on the machine.
- CPUs may be transported in and out of the building only as part of an approved project or exploratory.
- Students will not load any software on any of the school computers without first receiving approval from his or her advisor.
- Students will not open any computer cases, disconnect, change, or remove any computer parts without first receiving approval from his or her advisor.
- Students will not mark on or attach anything to any of the computer equipment.
- Students will not remove any identification from the equipment (brand logos, serial number plates, etc).
- All student-owned computers within the school building accessing the Internet are required to use the filtering system at all times.

Failure of any student to follow the policy above may result in the immediate forfeiture of all computer privileges in the school for the remainder of the year.

Vandalism or theft of any computer equipment may result in the immediate forfeiture of all computer privileges in the school for the remainder of the year and the student may be prosecuted to the fullest extent of the law.

I have read the above and agree to abide by these rules.

Print Student Name: _____

Student Signature: _____ Date: _____

Print Parent Name: _____

Parent Signature: _____ Date: _____

SCHOOL - PARENT COMPACT

Kato Public Charter School and the parents of the students participating in activities, services, and programs funded by Title I agree that this compact outlines how they will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

School Responsibilities

Kato Public Charter School will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards.
- Hold parent-teacher conferences annually during which this compact will be discussed as it relates to the individual child's achievement.
- Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows: Title I will generate progress reports for each Title I student at the end of each block. These reports will be given to parents/guardians during conferences with their child's advisor.
- Provide parents with reasonable access to staff, opportunities to volunteer, participate in their child's class and to observe classroom activities as follows: Parents are always welcome at Kato Public Charter School and in the Title I area. Volunteer opportunities for parents will be communicated through the school's monthly newsletter and/or through notices sent home, via telephone calls or e-mail.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance
- Monitoring amount of television my child watches
- Monitoring amount of time my child spends on the computer
- Volunteering in my child's classroom
- Attend parent/teacher conferences
- Participating, as appropriate, in decisions relating to my children's education
- Promoting positive use of my child's extracurricular time
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school either received by my child or by mail and responding, as appropriate
- Serving, to the extent possible, on policy advisory groups

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specially, we will:

- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Print Student Name: _____

Student Signature: _____ Date: _____

Print Parent Name: _____

Parent Signature: _____ Date: _____

Kato Public Charter School students and staff occasionally leave the building for excursions in and around the immediate Mankato area. Your signature on this form gives the Kato Public Charter School staff permission to take your student on trips within a short distance (not to exceed 20 miles) of the school without first having to seek your permission for the specific trip. General Educational Experiences could include, but are not limited to the following:

- nature trips to local parks, forests, etc.;
- community service opportunities;
- visits to a nursing home;
- some type of physical activity at a park;
- a visit to a local college;
- job shadow experience;
- exploratory opportunities and experiences;
- event planning (i.e. shopping for prom, Open Mic Night);
- tour of local business, museum, etc.; and/or
- any other type of trip that occurs during the school day and does not require travel beyond the immediate area.

As a safeguard, all trips must be planned and communicated with the staff in advance and transportation arrangements, when necessary, must be made at least 24 hours in advance. On trips further from KPCS or those events that exceed the length of the school day, a separate permission slip will be used.

Please sign and return the bottom portion of this sheet. Without this signed form, your student will not be able to participate in local field trips in the future.

My signature indicates that Kato Public Charter School has my permission to allow my daughter/son to participate in General Educational Experiences without first seeking my permission each time the advisor group, student club or exploratory leaves the building.

Print Student Name: _____

Student Signature: _____ Date: _____

Print Parent Name: _____

Parent Signature: _____ Date: _____

Kato Public Charter School publicizes the achievements and activities of its students through newspaper articles and pictures, television, video resources and the KPCS website to inform the public of student successes.

By signing below, you are giving your approval for Kato Public Charter School to use photographs and/or video with your/your student's likeness *only* for options checked below.

I agree to allow my/my student's likeness, whether captured on photographs or video, to be used for promotional purposes as deemed valuable by the KPCS Staff.

I agree to have my/my student's photograph used for the KPCS yearbook.

I agree to have my/my student's photographs and/or video used to recognize student achievement (examples: newsletter, website, Facebook, Twitter, newspaper)

~OR~

I *do not* want my/my student's photograph/video image used for any purpose.

Print Student Name: _____

Student Signature: _____ Date: _____

Print Parent Name: _____

Parent Signature: _____ Date: _____

Student Pledge

I understand that attending Kato Public Charter School is a choice. This choice gives me the opportunity to learn in a different way. By making this choice, I am accepting the academic, behavior, and attendance expectations of Kato Public Charter School. My school motto is *Be Considerate*. All of the school's expectations come back to the basic question, "Is this being considerate?"

I understand that I am responsible to comply with the classroom expectations of my advisor. I understand that as a member of the Kato Public Charter School community, I have the responsibility to treat students, staff, and visitors to the building politely. I understand that there will be opportunities for community-based learning. This opportunity comes with responsibility. If I choose not to live up to that responsibility, I may disqualify myself. Above all, my goal is to graduate, and I accept the obligations to ensure this success.

Print Student Name: _____

Student Signature: _____ Date: _____

Parent Pledge

I (we) understand that I (we) am (are) making the choice for my (our) student to attend Kato Public Charter School. In making that choice, I (we) am (are) accepting responsibility for the educational expectations of the federal government, the state government, and Kato Public Charter School. I (we) make the following commitments: I (we) will communicate with my (our) student's advisor and/or use Project Foundry to be updated on academic progress; I (we) will ensure that my (our) student meets the 90% attendance expectation mandated by law; I (we) will work with the student's advisor to ensure that my (our) student meets behavior expectations. Above all, I (we) will work as part of the team to promote academic success for my (our) student.

Print Parent Name: _____

Parent Signature: _____ Date: _____

Advisor Pledge

My goal is for every student in my class to be successful and to receive an education. As such, it is my responsibility to promote a positive learning environment and help students reach their potential. I will make decisions in my classroom based on helping my students. I will work with, and listen to, students and parents. Above all, I will work as part of the team to promote academic success for my students.

Print Advisor Name: _____

Advisor Signature: _____ Date: _____