

Rules on Using the Learner's Tablet

(学習者用タブレット活用のルール)

Minokamo City Board of Education

*Let us make sure to check the "Rules on Using the Learner's Tablet" with our parents.

For everyone to understand the lessons better, to deepen and expand everyone's thoughts, the Minokamo City Board of Education has decided to lend a Learner's Tablet (tablet stated below) to each and every one. (You will be bringing the tablet with you as you move up a grade / year but it should be returned upon graduating or transferring school) The Tablet is a very useful and convenient tool for learning. But we have to be careful as it may break due to incorrect usage or be a cause of trouble.

For this reason, the Minokamo City Board of Education has established "Rules on Using the Learner's Tablet". Let us all abide by the rules and use the tablet safely and with confidence. (The "Tablet" mentioned in the "Rules on Using the Learner's Tablet" refers to the tablets that are lent out by the Minokamo City Board of Education.

1 The Purpose of Using the Tablet (タブレットを使う目的)

- The tablet is to be used for learning purposes during classes or (at home in some cases). It shall not be used to play games or to watch videos not related to learning.

2 Where to Use (使用場所)

- It shall only be used at School (or at home in some cases) or places where the teacher allows.

3 On Using the Tablet (使用の仕方)

① When Using at School (学校で使用する場合)

- Only during lessons (including *Asagakushu*/morning lessons) or when the teacher allows.
- Files created with the tablet or data downloaded from the internet (photo and videos included) shall only be saved when the teacher allows during class activities.
- Files created with the tablet (photos and videos included) shall be saved in the designated Cloud Server. Let us not save it into the device.
- When the Tablet is not in use, keep it inside the desk or in the "Hokan-ko" (storage box).
- Before going home, place the tablet inside the "Hokan-ko" (storage box) and charge it.

② When Using at Home (家庭で使用する場合)

- The tablet shall not be taken out from the bag on your way to and from school.
- The tablet shall not be used for any purposes other than learning.
- Ask your parents or guardian to connect the tablet to a Wi-Fi.
- Talk with your parents or guardian on the time when the tablet may be used at home.

③ Rules on Personal Information (個人情報について)

- Protect your password. Do not write nor stick it on your tablet.
- You should not lend your tablet to other people nor let other people use it.
- You should not use any tablet that is not yours without permission.
- You should not touch any data that was created by other people.
- Downloading and uploading audio, images, videos or software without permission is prohibited.
- Do not put up personal information of yourself and of other people (name, address, contact number, e-mail address, password, and others) on the internet.
- You must never write or do anything that hurts other people's feelings or make other people feel bad on SNS (Social Networking Service) / Social Media.
- Do not access websites that are not related to learning. If you think you may have accessed a website that seems dangerous, immediately turn off the power and tell your teacher (or parents).
- Do not take photos/video of people, a person's house or belongings without consent. Make sure to ask for permission to take photo/video.

4 Rules on the Device (機器について)

- Handle with care. (do not throw, do not tap/press with force)
- Do not decorate the tablet with stickers or with any coloring materials.
- Do not run while holding the tablet. Do not walk while using the tablet.
- Do not pour water or use in humid places. Do not touch with wet hands.
- Do not place the tablet in hot areas such as near the stove or in direct sunlight.
- The tablet screens shall not be operated with anything other than your fingers or a stylus/touch pen. Keep magnets away.
- Write your name on the stylus/touch pen so people will know to whom it belongs to.
- The tablet's desktop icons shall not be rearranged nor moved, color settings must not be changed. Also, do not delete the installed applications.
- Do not sell nor throw away the tablet.
- When the tablet device or the internet doesn't work even after restarting, becomes damaged (scratched), or malfunctions, tell the teacher right away.

5 Burden on Parents (保護者負担について)

- If the school comes to a decision that the tablet was damaged on purpose or "Rules on Using the Tablet" was not observed while using at school, the parents may be asked to shoulder the repair costs incurred.
- The costs/repair costs that will be incurred in case of loss or damage as a result of using it for purposes other than learning shall be shouldered by the parents. (Please report it to the police in case of theft.)
- The electricity consumption costs while charging and connection/Wi-Fi costs while being used at home shall be shouldered by the parents.

6 Restriction on Use (使用の制限について)

- If the "Rules on Using the Tablet" cannot be observed and followed, we may ask you to stop using the tablet.