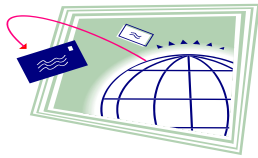


Teacher Reminders:



During Scheduled iCenter Sessions:

1. Classroom teachers **MUST** be present (in the iCenter) with their classes at all times.
2. All students **MUST** report to class **BEFORE** coming to the iCenter.
3. Teachers must review “**iCenter Rules for Students**” **BEFORE** coming to the library.

When Sending Students to the Library During Class Time:

1. Call the iCenter (x245) **BEFORE** sending students.
2. **Student passes** are **REQUIRED** when sending students to the library.
3. **Maximum Limit: Two Students per class period.**
4. Students must be working on assignments from the subject that they are coming from.
5. Students must be able to work independently.

Internet Use Policy

1. Students must have a parent/guardian signed AUP (Authorized User Policy) filed in the iCenter (library) **BEFORE** students are permitted to access the Internet.
2. Internet use is for **school related projects**; hawks account email and school related communications **ONLY**. (Not to be used for personal email or non school related topics.)
3. Students **MUST** sign up at the circulation service center to use the iCenter computers (unless, otherwise instructed by the teacher or iCenter staff)

Nanakuli High &
Intermediate School

iCenter/Cybrary Support Services for NHIS Teachers

iCenter/Cybrary
Staff:

Pam Yuen
Shannah Nahulu

NHIS iCenter

89-980 Nanakuli Ave
Waianae, HI 96792

NHIS iCenter

Tel: 305-7600x7617

Request for iCenter Services

SCHEDULING SESSIONS (LESSONS) IN THE iCENTER

1. Teachers are **NOT** permitted to
 - Bring their classes to the iCenter unannounced.
 - Schedule their class visits with a substitute.
2. Teachers should call the iCenter to check available dates to schedule classes.
3. Schedule a conference with the Cybrarian (Mrs. Yuen) at least one (1) week prior to scheduling an iCenter session.
4. Please supply the following forms for the teacher/Cybrarian conference.
 - Request for Library Services (iCenter Reservation Form – available in the iCenter)
 - List of students with Internet Permission
 - Teacher's Research Assignment Sheet for students, to include:
 - Performance standards
 - Research requirements
 - Grading Rubric
 - End Product requirements

iCenter Rules for Students

Please remind students about proper behavior PRIOR to coming to the iCenter.

Student Attire:

- Students' ID must be visible at all times.
- Hats and dark glasses must be removed.

Student Passes:

Passes are required during **class time** and **lunch**. Students without a pass will be sent back to class.

Eating Policy:

- Eating is designated to the iCafe area before and after school **ONLY**.
- No food or drinks allowed in the main Center.
- No gum chewing

Behavior / Electronic Devices

- No cell phone use allowed (One Warning)
- Be courteous
- No personal electronic devices allowed (iPads, Kindles, electronic pads, music devices, etc...)
- No playing, loud talking or running in the iCenter
- Keep tables and area clean

Seating Policy:

- Class Time: 4 students per table
- Non-Class Time: 2 students per table
- After school: 2 students per table

Rainy Days, remove mud from footwear BEFORE entering the iCenter.

Book Procedures:

1. Students must be cleared of all book obligations before being permitted to borrow a library book.
2. Student must have a valid NHIS ID
 - Students book limit: **2 Books** at a time.
 - Loan Period: 2 weeks

