

MacBook Air 1:1 Acceptable Use, Policy, and Procedures



MacBook Air assigned to me:

Name: _____

Grad Year: _____

Serial Number: _____

Aitkin High School MacBook Air Acceptable Use, Policy, and Procedures

2016-2017

Aitkin Public Schools works diligently to improve the quality and access to technology tools and resources. AHS is expanding educational opportunities for teachers and students that will help ensure equitable access to instructional tools and resources in school and at home. Students will develop 21st century skills through the use of MacBook Airs, content-focused curriculum and collaborative technology tools.

The lessons learned and the insights gained through this pilot effort, will provide an effective and feasible blueprint for future implementations throughout the district. The policies, procedures and information within this document apply to all MacBook Airs used at Aitkin High School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

Table of Contents

1.0 RECEIVING YOUR MacBook Air & MacBook Air CHECK-IN

- 1.1 Receiving Your MacBook Air
- 1.2 MacBook Air Check-in
- 1.3 Fees for missing or damaged MacBook Air
- 2 TAKING CARE OF YOUR MacBook Air**
- 2.1 General Precautions
- 2.2 Carrying MacBook Airs
- 2.3 Screen Care
- 3 USING YOUR MACBOOK AIR AT SCHOOL**
- 3.1 MacBook Airs Left at Home
- 3.2 MacBook Air Undergoing Repair
- 3.3 Charging Your MacBook Air's Battery
- 3.4 Screensavers/Background photos
- 3.5 Sound, Music, Games, or Programs
- 3.6 Printing
- 3.7 Home Internet Access
- 4 MANAGING YOUR FILES & SAVING YOUR WORK**
- 4.1 Saving to the MacBook Air/Home Directory
- 4.2 Network Connectivity
- 5 SOFTWARE ON MacBook Airs**
- 5.1 Originally Installed Software
- 5.2 Additional Software
- 5.3 Inspection
- 5.4 Procedure for re-loading software
- 5.5 Software upgrades
- 5.6 Apple ID and iTunes
- 5.7 Find My Mac
- 6 ACCEPTABLE USE**
- 6.1 Parent/Guardian Responsibilities
- 6.2 School Responsibilities
- 6.3 Student Responsibilities
- 6.4 Student Activities Strictly Prohibited
- 6.5 MacBook Air Care
- 6.6 Legal Propriety
- 6.7 Student Conduct and Discipline
- 7 PROTECTING & STORING YOUR MacBook Air COMPUTER**
- 7.1 MacBook Air Identification
- 7.2 Storing Your MacBook Air
- 7.3 MacBook Airs Left in Unsupervised Areas
- 8 REPAIRING OR REPLACING YOUR MacBook Air**
- 8.1 Claims
- 8.2 School Damage & Repair Protection Plan
- 8.3 Family Responsibility Parent Permission and Acknowledgment form + Student Pledge for MacBook Air Use

1. RECEIVING your MacBook Air & the End-of-Year MacBook Air CHECK-IN

1.1 Receiving Your MacBook Air

MacBook Airs will be distributed each fall during “MacBook Air Deployment and Orientation.” Parents & students must sign and return the MacBook Air Protection Plan and Student Pledge documents before the MacBook Air can be issued. The MacBook Air Protection plan outlines three options for families to protect the MacBook Air investment for the school district. Please review the MacBook Air Protection plan included on the back pages this handbook.

1.2 MacBook Air Check-in

MacBook Airs will be returned during the final week of school so they can be checked for serviceability and storage. If a student transfers out of, withdraws or is expelled from Aitkin High School during the school year, the MacBook Air must be returned at the time of withdrawal.

1.3 Fees for missing or damaged MacBook Air

Individual school MacBook Airs and accessories must be returned to AHS IT at the end of each school year. Students who graduate early, withdraw or expelled, or terminated from enrollment at AHS for any other reason must return their individual school MacBook Air on the date of termination. If a student fails to return the MacBook Air at the end of the school year or upon termination of enrollment at AHS, they are subject to financial liability until the MacBook Air is returned or associated fees are received. The student/parent/guardian will pay the replacement cost of the MacBook Air, or, if applicable, any insurance deductible. Failure to return the MacBook Air within 5 working days after un-enrollment from AHS, will result in a theft report being filed with the Aitkin Police Department. Furthermore, the student will be responsible for any damage to the MacBook Air, unless the damage & repair protection policy has been purchased, consistent with the District’s MacBook Air Protection plan and must return the device and accessories to AHS IT in satisfactory condition. The student/parent/guardian will be charged a fee for any needed repairs, not to exceed the replacement cost of the MacBook Air.

2. TAKING CARE OF YOUR MacBook Air

Students are responsible for the general care of the MacBook Air they have been issued by the school. MacBook Airs that are broken or fail to work properly must be immediately taken to AHS IT for an evaluation of the equipment.

2.1 General Precautions

- The MacBook Air is school property and **ALL USERS** will follow this policy and the AHS acceptable use policy for Technology:
http://home.isd1.org/uploads/1/2/5/6/12568878/524_internet_acceptable_use_.pdf
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted and disconnected carefully to prevent damage the MacBook Air.
- MacBook Airs must never be left in an unlocked locker, car or any unsupervised area.
- Students are responsible for keeping their MacBook Air’s battery charged for school each day.
- If students use skins or covers to personalize their MacBook Air case they must be removed without damage to the device or case prior to returning to the school.
- Do not use any markers, make engraving, scratches or apply stickers on the MacBook Air itself or the school provided carrying case.

2.2 Carrying MacBook Airs

The protective cases provided with MacBook Airs have sufficient padding to protect the MacBook Air from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- MacBook Airs should always be within the protective case and secured closed when carried.
- Avoid placing too much pressure and weight on the MacBook Air.

2.3 Screen Care

The MacBook Air screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean on the top of the MacBook Air when it is closed.
- Do not place anything near the MacBook Air that could put pressure on the device.
- Do not place anything in the carrying case that will press against the device.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the MacBook Air against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Treat the MacBook Air with care and respect. You are responsible for its care and financially responsible for any accidental damages.

3. Using Your MacBook Air at School

MacBook Airs are intended for use at school each day. In addition to teacher expectations for MacBook Air use, school messages, announcements, calendars and schedules may be accessed using the MacBook Air device. Students are expected to bring their MacBook Air to all classes.

3.1 MacBook Airs Left at Home

If students leave their MacBook Air at home, they are responsible for getting the course work completed as if they had their MacBook Air present. Repeat violations will result in action as detailed in section 6.7 Student Conduct and Discipline.

3.2 MacBook Air Undergoing Repair Loaner

MacBook Airs may be issued to students when they leave their MacBook Airs for repair in AHS IT. There may be a delay in getting a MacBook Air should the school not have enough to loan.

3.3 Charging Your MacBook Air’s Battery

MacBook Airs must be brought to school each day in a fully charged condition. Students need to charge their MacBook Airs each evening. If a MacBook Air loses charge due to use throughout the school day, charging stations are available in the Media Center.

3.4 Screensavers/Background photos

- Any media deemed inappropriate by Aitkin High School staff, or that violates school policy, may not be used as a screensaver or background photo.
- Violation of this rule will result in actions as detailed in section 6.7, Student Conduct and Discipline.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the MacBook Air and can be used at the discretion of the teacher.
- Students are encouraged to carry earphones.
- Students are permitted to download applications and games. However, any personally downloaded games and applications may be removed by AHS IT without notice.

3.6 Printing

Printing is discouraged in order to preserve resources. However, printing will be available through a request to the teacher. Students can work with teachers to print in instances where printing cannot be avoided. Printing at home is permitted.

3.7 Home Internet Access

Students are allowed to connect to wireless networks on their MacBook Airs. This will assist them with MacBook Air use while at home. The policies outlined in this document are applicable to home use of an AHS provided device. Any violation of the policy will result in the student's home use privilege being suspended. Students experiencing Internet issues at home should contact their Internet Service Provider (ISP) for support.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the MacBook Air/Home Directory

Students should save work to their Google Drive, their Apple iCloud, or the district server from their MacBook Air. Storage space will be available on the MacBook Air – BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. MacBook Air malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

The Aitkin School District has a very robust network and stable internet connections, but makes no guarantee that the data network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

It is a violation of the Acceptable Use Policies to use applications (VPN, proxy or other) that bypass ISD 1 content filtering. Repeat violations will result in disciplinary action as detailed in section 6.7, Student Conduct and Discipline.

5. SOFTWARE ON MacBook Airs

5.1 Originally Installed Software

The software originally installed by AHS IT must remain on the MacBook Air in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from MacBook Airs at the completion of the course. Periodic checks of MacBook Airs will be made to ensure that students have not removed required software. Repeat violations will result in action as detailed in section 6.7, Student Conduct and Discipline.

5.2 Additional Software

Students are allowed to download additional software on their MacBook Airs. AHS will synchronize the MacBook Airs so they contain necessary software required for academic work. In this event, student purchased/downloaded software may be removed. In the event that space is needed on MacBook Airs for academic related software, student downloaded/purchased software will be removed.

5.3 Inspection

Students may be selected at random to provide their MacBook Air for inspection. If a student's device is requested for an inspection, passwords to unlock device must be provided. AHS reserves the right to confiscate the device for any reason at any time if inappropriate materials are found on the device.

5.4 Procedure for re-loading software

If technical difficulties occur, illegal, or non-Aitkin High School installed software or apps are discovered, the MacBook Air will be restored to a fresh state. The school does not accept responsibility for the loss of any software or documents deleted due to re-formatting and re-imaging.

5.5 Software upgrades

Upgrade versions of licensed software are available from time to time. AHS IT may push updates to the MacBook Airs without notice to students.

5.6 Apple ID and iTunes

Students should use the "managed Apple ID" to be provided by AHS.

5.7 Find My Mac

In addition to a variety of district security measures, "Find My Mac" will also be activated. If a device is lost or stolen, the student will work with AHS staff to identify the location of the device for recovery. This includes providing all access to accounts to assist with identifying the location of the MacBook Airs.

6. ACCEPTABLE USE

The use of Aitkin Public School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the AHS School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled at Aitkin High School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Aitkin Public School District's Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that should be followed on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

- During registration, back to school night, or other scheduled time parents are expected to attend in order to receive necessary information regarding the 1:1 program and sign the Acceptable Use Policy and Permission/Acknowledgement forms.
- Should you want your student to opt out of taking a MacBook Air home, your student will be assigned a MacBook Air to be checked out and returned at the end of each school day. Your student is responsible for meeting course requirements.
- Should you want your student to opt out of having a MacBook Air, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements.

6.2 School Responsibilities

- Provide Internet access at school.
- Provide academic email account (username@isd1.org) to its students.
- Provide Internet filtering and blocking of inappropriate materials as able while utilizing the Aitkin Public School District's Internet service.
- Provide network data storage areas. These will be treated similar to school lockers. AHS reserves the rights to review, monitor, and restrict information stored on or transmitted via AHS District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research, and academically related activities, help ensure student compliance of the acceptable use policy.

6.3 Student Responsibilities

- Read, understand and follow the Aitkin Public School District's Acceptable Use Policy for technology http://home.isd1.org/uploads/1/2/5/6/12568878/524_internet_acceptable_use_.pdf
- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applies to MacBook Air/computer use.
- Technology resources shall be used in an appropriate manner that does not result in the informational damage of school equipment. This damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via AHS District's designated Internet System is at your own risk. AHS District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Physical damage to devices should be reported immediately to school staff.
- Secure MacBook Air devices against theft or loss.
- Help AHS District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Students should always secure their MacBook Air after they are done working to protect their work and information. Securing the MacBook Air includes storing device out of sight and in a restricted access location.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to forward a copy to a teacher and delete it from their MacBook Air.
- Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- Students will respect the rights of copyright owners.
- Return their MacBook Air to AHS IT at the end of each school year. Students who graduate early, withdraw, or are expelled, or terminate enrollment at AHS for any other reason must return their MacBook Air computer on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Aitkin Public School District's Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, harassing, or sexually explicit materials.
- Use of chat rooms or sites selling term papers, book reports and other forms of student work.
- Internet/Computer Games when class is in session, unless teacher directed.
- Changing of MacBook Air settings (exceptions include personal settings such as font size, brightness, etc.).
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications to mislead, harm, bully or harass another person is strictly prohibited.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Aitkin Public School District's web filter through a web proxy, phone tethering, or by any other means.
- Bullying as defined in Aitkin Public School District's Board Policy http://home.isd1.org/uploads/1/2/5/6/12568878/policy_514_bullying_prohibition_policy.pdf will not be tolerated.
- If using device on non-AHS provided Internet, use of explicit websites and information is prohibited.

6.5 MacBook Air Care

- Students will be held responsible for maintaining their individual MacBook Air and keeping it in good working order.
- MacBook Air batteries must be charged and ready for school each day.
- MacBook Airs that malfunction or are damaged must be reported to a teacher or AHS IT.
- MacBook Airs that have been damaged from student misuse, neglect or are accidentally damaged will be repaired. Students are responsible for repair fees due at the time of repair. Students may be provided a temporary MacBook Air while their assigned device is being repaired.
- MacBook Airs that are stolen must be reported immediately to the Aitkin Police Department and AHS IT. Police reports should not be filed if the MacBook Air is misplaced or left unintentionally.
- MacBook Airs that are lost must be immediately reported to AHS IT for tracking and locating.

6.6 Legal Propriety

- Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the AHS Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators are subject to discipline as referred to in the AHS Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7 Student Conduct and Discipline

If a student violates any part of the above policy, he/she will encounter disciplinary action as defined in the student handbook.

Senior students will also lose their senior privileges during this same period. AHS administration reserves the right to modify discipline based on the severity of the student's action. Violations of general student behavior policies will, of course, be subject to appropriate disciplinary actions.

7. PROTECTING & STORING YOUR MacBook Air COMPUTER

7.1 MacBook Air Identification

Apple and ISD 1 both have unique ways to identify each device. These identifiers are to remain intact and not be tampered with. (These include serial numbers, asset tags, and other ID)

7.2 Storing your MacBook Air

When students are not using their MacBook Air, they should be stored in their provided computer bags. Nothing should be placed on top of the MacBook Air, when stored. Students are encouraged to take their MacBook Airs home every day after school, regardless of whether or not they are needed. MacBook Airs should never be stored in a student's vehicle, at school or at home. If a student needs a secure place to store their MacBook Air, they may check it in for storage in the AHS Media Center.

7.3 MacBook Airs Left in Unsupervised Areas

Under no circumstance should MacBook Airs be left in unsupervised areas. Unsupervised areas include the school grounds and campus, lunchroom, commons, computer lab, locker rooms, media center, unlocked classrooms, dressing rooms and hallways. Any MacBook Air left in these areas is in danger of being stolen. If a MacBook Air is found in an unsupervised area, it will be taken to AHS Media Center or the AHS office. Multiple offenses will result in disciplinary action as detailed in section 6.7 Student Discipline.

8. REPAIRING OR REPLACING YOUR MacBook Air

8.1 Claims

All repair/replacement claims must be reported to the AHS IT department. In the event of theft, students and parents must file a police report, using the Serial Number, and bring a copy of the report to the Principal's office immediately. This must happen before a MacBook Air can be repaired or replaced.

8.2 School Damage & Repair Policy

AHS has a School Damage & Repair Policy for students and parents to cover MacBook Air repairs or replacement in the event of theft or accidental damage.

8.3 Family Responsibility

Students and their families are responsible for the fees associated with any repairs or replacements necessary. Students may be issued a temporary device to use in class while their assigned device is repaired. If a device is lost or stolen and there is no verifiable proof of theft (forced entry), the student will owe current market replacement cost of the device to ISD 1 (approximately \$1149.00). Students will be assigned a loaner or replacement device. The district and parents both reserves the right to keep the computer at school. If a MacBook Air is stolen on Aitkin Public School's (AHS) property or off campus, it is the responsibility of the student and their family to report the MacBook Air stolen to the Aitkin (or local) Police Department and Aitkin High School. The non-emergency line for Aitkin Police is (218) 927-2133. To file a police report you will need the MacBook Air's serial number found on the back of each MacBook Air. For all theft claims, the student/family is required to provide a copy of the police report to Aitkin Public Schools. The police report, and the specific details of the theft, will determine what coverage may be available to replace the MacBook Air.

The steps to follow if your MacBook Air is stolen:

- 1) Report the MacBook Air stolen to the Aitkin (or local) Police – report must include the serial number of the MacBook Air computer.
- 2) Report the theft to an administrator at the Aitkin Public Schools.
- 3) Provide a copy of the filed Police report to the administrator at Aitkin High School.

If the theft is covered by AHS, the student/family cost is as follows:

First covered theft - \$ 25 deductible

Second covered theft - \$ 50 deductible

Third and all additional thefts – Full replacement at current market value.

If the theft is not covered by AHS, the student/family cost is as follows:

Full replacement at current market value If a device is stolen, a police report is required and should be filed immediately. If there is verifiable proof of theft, AHS Risk Management will pay for the replacement cost of the device.

Parent Permission and Acknowledgment form

My signature below identifies that I have read and understand the Aitkin High School MacBook Air Policy, Procedures, and Information Guide and discussed the material with my child.

A. I provide permission for my child to participate in the AHS 1:1 program. I am aware that the provided device is owned/leased by the Aitkin Public School District. I am aware that the care and responsibility of the device as outlined in the MacBook Air Policy, Procedures, and Information Guide both in and out of school lies with my child.
_____ **initial**

B. I DO NOT provide permission for my child to participate in the AHS 1:1 program and the ability to bring home a MacBook Air. I DO want my student to have a MacBook Air available for use during the school day. I understand that my child is responsible for the completion of all assignments, which may include homework using the MacBook Air.
_____ **initial**

I understand that 50% of repair costs will be due if my student's device requires repair due to accidental damage or improper handling (first incident). _____ **initial**

I understand that 100% of repair costs will be due if my student's device requires repairs a second time due to accidental damage or improper handling. (second incident)
_____ **initial**

I understand that current market replacement cost (approximately \$1,149) of the device is due if my student's device is lost or stolen and there is no verifiable proof of theft (forced entry).
_____ **initial**

I understand that I could be held financially responsible for repair costs associated to damage caused intentionally by my child on another user's MacBook Air computer. _____ **initial**

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report MUST be filed by the student or parent for coverage to take place. A copy of the police/fire report must be provided to the Principal's office.
_____ **initial**

Student's Name _____ (Please Print)

Student Number _____ Grade _____

Parent's Name _____ (Please Print)

Parent/Guardian Signature _____ Date _____

Aitkin High School Student Pledge for MacBook Air Use

1. I will take care of my MacBook Air as identified in the Aitkin High School MacBook Air Acceptable Use, Policy, and Procedures.
2. I will never leave the MacBook Air unattended and understand that if found at school, I will be subject to discipline. If my MacBook Air is damaged, lost or stolen I will be required to pay the associated fees.
3. I understand the MacBook Air is my responsibility and I will not loan it to other individuals.
4. I will know where the MacBook Air is at all times.
5. I will bring a charged MacBook Air to school daily.
6. I will keep food and beverages away from my MacBook Air since they may cause damage to the device.
7. I will not disassemble any part of my MacBook Air or attempt any repairs.
8. I will protect my MacBook Air by only carrying it while in the bag/case provided.
9. I will use my MacBook Air in ways that are responsible, appropriate, meet AHS expectations and are educational.
10. I will respect any and all other MacBook Air's that are not assigned to me.
11. I understand that my MacBook Air is subject to inspection at any time, without notice and remains the property of the Aitkin School District. I will provide the MacBook Air passcode to staff, immediately upon request.
12. I will follow the policies outlined in the MacBook Air Policy, Procedures, and Information Guide while at school, as well as outside the school day.
13. I understand that inappropriate content found on the device is subject to disciplinary action.
14. I will file a police report in case of theft, vandalism, or if required by insurance policies.
15. I will be responsible for all fees due to damage or loss caused by neglect or abuse.
16. I agree to return the District MacBook Air, bag/case, power cords, and any other accessories in good working condition.

I agree to the stipulations set forth in the above documents including the MacBook Air Policy, Procedures, and Information; the Acceptable Use Policy; MacBook Air Protection Plan and the Student Pledge for MacBook Air Use.

Student Name (Please Print): _____

Student Signature: _____

Date: _____

Parent Name (Please Print): _____

Parent Email Address: _____

Parent Signature: _____

Date: _____

Individual school MacBook Air computers and accessories must be returned to Aitkin High School IT at the end of each school year. Students who graduate early, withdraw,

are suspended or expelled, or terminate enrollment at AHS for any other reason must return their individual school MacBook Air computer on the date of termination.

Source: Aitkin Independent School District No. 01, Aitkin, MN

Legal References:

Cross References:

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