

Lower Merion School District

ADMINISTRATIVE REGULATIONS

Policy No.: 134-1
Section: PROGRAMS
Title: DISTRICT PROVIDED TECHNOLOGY RESOURCES:
STUDENT USE, RIGHTS AND RESPONSIBILITIES
Date Last Revised: 2/9/18; 4/20/11; 8/16/10

**R134-1 DISTRICT PROVIDED TECHNOLOGY RESOURCES:
STUDENT USE, RIGHTS AND RESPONSIBILITIES**

I. Notice Regarding Blocking Software

“Website blocking of questionable sites” as referenced in Policy 134 is a function of the LMSD network. The District is limited in its ability to filter material when a student accesses the Internet from a source other than the LMSD-Net and disclaims any responsibility for material accessed in that manner.

Any student who claims that they have been denied access to Internet material needed for bona fide research that is not obscene material, child pornography or other visual depictions deemed harmful to minors shall be afforded expedited review and resolution of this claim by making a written request to the teacher. The teacher shall forward the request via the helpdesk ticket system to the appropriate curriculum supervisor who shall respond to the request within a reasonable time under the circumstances not to exceed five (5) days. Only the Superintendent or Director of Information Systems may authorize the disabling of the technology protection measure to permit the access.

II. District Provided Technology Resources Maintenance and Security

The District reserves the right to conduct periodic general searches of files stored on District Provided Technology Resources to determine whether inappropriate material, including copyrighted material or material that threatens the operation or security of District Provided Technology Resources is stored on District Provided Technology Resources. Such general searches may be conducted by an Information Systems Department Professional as authorized by the Director of Information Systems. The District may remove or quarantine any files that it deems to be in violation of applicable law or District policy or that the District deems is a threat to the operation and security of the District Provided Technology Resources. If a student believes that a file has been removed in error, then the student may submit a written complaint to the Director of Information Systems, who shall review the complaint with appropriate District staff and make a determination as to whether the material should be returned to District Provided Technology Resources, returned to the student or be permanently deleted.

All student network shares or backup folders stored on technology resources located within the District’s local network will be purged following the last day of classes for the school year.

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III. Approved Form

The **Student User Notice** (Attachment A) must be issued to the student and the student's parent or guardian prior to the student being issued a District Provided Technology Resources account. This form or, alternatively, an Agreement for Laptop Use as required by Administrative Regulation 137 District-Issued Laptops: Student Rights and Responsibilities, shall be required to be issued at the following intervals in the student's academic career in the District:

1. At the commencement of the student's enrollment in the District, including the student's return to the District from being enrolled elsewhere;
2. Prior to the beginning of 4th grade;
3. Prior to the beginning of 6th grade;
4. Prior to the beginning of 9th grade;
5. Prior to the beginning of 10th grade;
6. Prior to the beginning of 11th grade; and
7. Prior to the beginning of 12th grade.

The form does not need to be signed and returned unless a parent objects to their child having access to District Provided Technology Resources.

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**Attachment A
Student User Notice**

Dear Parent/Guardian: Please review the following Student User Notice and its accompanying documents with your child. **You or your child only need to sign and return this form if you object to your child having access to District Provided Technology Resources.** In that case, please return this form to your child’s building principal.

STUDENT USER NOTICE

This form constitutes notice to you that:

1. You have been issued Lower Merion School District’s Policy No. 134 District Provided Technology Resources: Student Use, Rights and Responsibilities with a last revision date of February 20, 2018, which governs your use of the District’s networks and other technology resources.
2. If you commit any violation of the Policy, your access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be pursued.
3. This access is designed for school-related purposes.
4. The System/Network Administrator may review your files and communications on District Provided Technology Resources to maintain system integrity and ensure that you are using the system in accordance with District policy.
5. You have no expectation of privacy in any material or information stored on, created on, accessed through or transmitted through District Provided Technology Resources.
6. Your files and communications on District Provided Technology Resources may be erased at the end of the school year.

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PARENT/GUARDIAN NOTICE

This form constitutes notice to you that:

1. You have been issued Lower Merion School District’s Policy No. 134 District Provided Technology Resources: Student Use, Rights and Responsibilities with a last revision date of February 20, 2018, governing your child’s use of the District’s networks and other technology resources.
2. If your child commits any violation of the Policy, your child’s access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be pursued.
3. This access is designed for school-related purposes.
4. The System/Network Administrator may review your child’s files and communications on District Provided Technology Resources to maintain system integrity and ensure that your child is using the system in accordance with District policy.
5. Your child has no expectation of privacy in any material or information stored on, created on, accessed through or transmitted through District Provided Technology Resources.
6. Your child’s files and communications on District Provided Technology Resources may be erased at the end of the school year.

**NOTICE OF DESIRE TO DECLINE ACCESS TO
DISTRICT PROVIDED TECHNOLOGY RESOURCES**

I desire that my child not have access to District Provided Technology Resources.

Student name (print) _____ Date of Birth _____

Parent/Guardian signature (for students under the age of 18) _____

Date _____

I desire not to have access to District Provided Technology Resources.

Student name (print) _____ Date of Birth _____

Student signature (for students under the age of 18) _____

Date _____