

Lower Merion School District

ADMINISTRATIVE REGULATIONS

Policy No.: 134-2  
Section: PROGRAMS  
Title: DISTRICT PROVIDED TECHNOLOGY RESOURCES:  
STUDENT E-MAIL ACCOUNTS, WEB AND CLOUD-BASED STORAGE,  
AND WEB AND CLOUD-BASED APPLICATIONS  
Date Last Revised: 2/9/18; 8/19/13; 11/16/12; 9/4/12; 5/21/12  
Effective Date: 7/1/12

**134-2 DISTRICT PROVIDED TECHNOLOGY RESOURCES:  
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**A. Introduction**

The District provides students with District-hosted file storage. The District also may provide student users with electronic mail accounts, web and cloud-based storage and certain web and cloud-based applications to enhance the District’s educational program and facilitate communication.

Prior to creating an account for a student, the District will send notice to the parents/guardians advising them of the District’s intent and including the privacy statement of the provider that the District uses. For students age 13 or older, if a parent/guardian does not notify the District in writing of his or her desire not to have such an account issued, then the District will create the account. For students under the age of 13, the District will provide the notice and obtain verifiable parental consent before creating the account.

**B. Definitions**

***District-Provided Technology Resources*** – refers to internet access, local (District-hosted) resources and non-local resources to which access is provided through the District. It includes, but is not necessarily limited to the following:

1. LMSD-Net (as defined below);
2. Shared resources, such as computers and mobile devices;
3. Shared network resources, such as printers, folder shares and backup folders;  
and
4. Electronic mail, web-based and cloud-based storage, and web-based and cloud-based applications provided by the District through a third party.

For purposes of this Policy, this term does not include District-provided laptop computers (covered by the Policy cross-referenced below) or other equipment or supplies assigned to a student as part of the 1 to 1 Laptop Initiative or as part of an IEP or 504 plan.

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***E-mail Client Mailbox Items*** – include but are not limited to, the following: Calendar, Contacts, E-mail, Notes and Tasks.

***End User Licensing Agreements*** – refers to the agreements which establish the District's right to use software which the District in turn provides to students for student use.

***LMSD-Net*** – refers to the District's technology network. The LMSD-Net is to be used to provide access to information beyond what is available in District libraries, to expand the research capabilities of students, and to promote the exchange of educational ideas and information. The LMSD-Net is accessible by students on and off the school campus.

***System/Network Administrator*** – an Information System Department Professional responsible for the day-to-day maintenance and upkeep of LMSD-Net and other District-Provided Technology Resources.

***System Integrity*** – refers to the maintenance of accurate and consistent information throughout the LMSD-Net and other District-Provided Technology Resources.

**C. General**

Students are required to use email, web-based and cloud-based storage and other web-based and cloud-based applications in accordance with the restrictions set forth in Board Policy 134, all other Board Policies, and the End User Licensing Agreements, as defined above, as well as any applicable law.

Student email, web-based and cloud-based storage and web-based and cloud-based applications will not be systematically backed up or archived by the District. Therefore, any District Policy, Administrative Regulation or practice concerning document retention will not apply to this information. Students are responsible for taking appropriate steps to safeguard their data. Student emails to and from District employee email accounts will be archived pursuant to the Board Policy and Administrative Regulation cross-referenced at the end of this Administrative Regulation.

Students in grades six through twelve will receive email accounts that are activated, meaning students can receive email from senders inside and outside of the District. Students in grades five and lower will receive account IDs that are formatted like an email

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account; however, the email account is inactive, meaning the email account can only be used as a user ID to log into the web and cloud based service.

Students are responsible for the appropriate use of their account. Students must maintain the security of their passwords. Students in grades six through twelve will be assigned an account ID and a temporary password, which they will be required to change upon their first use. If a student believes that his or her password has been compromised or that someone has accessed his or her account or otherwise finds inappropriate material in the student’s email, web-based storage or other web based applications, the student must immediately notify the building Tech Center.

Student accounts will be terminated after 90 days for those students who transfer out of the District.

**D. Searches**

Searches Generally

While the District does not routinely monitor email communications, District-hosted web-based or cloud-based storage or District-hosted, web-based and cloud-based applications, those resources are provided by the District; therefore, students do not have any expectation of privacy in information created on, stored on, accessed through or transmitted through these resources. Additionally, the District has the ability to collect, track and store IP addresses to identify technology devices using and communicating over the District’s network and with other technology resources, such as online services. The District reserves the right to utilize IP address information it obtains for troubleshooting and investigative purposes.

If the District has a reasonable suspicion that a student is violating District rules or policies, authorized District administrators shall search a student’s District-provided electronic mail accounts, District-hosted or web-based or cloud-based storage and other web-based and cloud-based applications. “Reasonable suspicion” means that reasonable grounds exist that the search will uncover evidence that the student violated the law, school rules or District policies. The scope of the search must be reasonably related to the suspected violation which justified the search. Typically, the District will request that the student provide access to the account and perform or assist the District in performing the search. If reasonable

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suspicion exists and either (a) the student refuses to provide the District with access to his or her account to perform the search or (b) the circumstances are such that the search must be performed before the student is consulted, then the District may use its administrative access to force a change of the password to facilitate the access. The District may disable access to an account to prevent relevant information from being deleted from the account while a particular matter is being reviewed.

Searches shall occur only under the direction of the Supervisor of Technology Operations or the Director of Information Systems in consultation with the student's principal and with the Superintendent's designee and/or legal counsel.

Searches Involving Suspected Sexually Explicit Visual Depictions of Students or Minors

Where the suspected violation of the school disciplinary code may in any way involve sexually explicit visual depictions of students or other minors (under 21), no search shall be performed by District personnel, and the matter will be referred to law enforcement for appropriate action.

Records of Searches

The Information Systems Department will maintain a written record of District searches of student accounts, including, at a minimum, the following:

1. the date and time the account was accessed,
2. the name of the student whose account was accessed,
3. the individual requesting the access,
4. the reason that access was requested,
5. the signature of the student in the event that consent was given for the access,
6. the scope of the search,
7. the results of the search,
8. the person conducting the search.

In addition to periodically reviewing the written record of District searches of student accounts, and to the extent technologically practical, the Director of Information Systems will audit searches, no less than annually, to include the accounts that have been searched,

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the persons conducting the searches, and the date/time of the searches. The Director of Information Systems will report any significant findings to the Superintendent.

**E. Searches for and Deletions of E-mail Client Mailbox Items Improperly Sent by Employees to Students**

- a. Any requests by any District employee for deletion of any E-mail Client Mailbox Items sent by a requesting employee to a student shall be directed to the Director of Information Systems.
  - i. The request shall state the basis upon which the employee requests deletion.
  - ii. Acceptable bases for deletion are:
    - 1. E-mail Client Mailbox Item inadvertently sent to incorrect recipient; or
    - 2. E-mail Client Mailbox Item sent to correct recipient but with an inadvertent, or otherwise unintended, attachment or attachments, particularly if one or more of the attachments does or could compromise student or employee privacy or adversely affect District operations
  - iii. A log shall be maintained of each time an E-mail Client Mailbox Item is deleted pursuant to this section. The log shall contain the name of the individual requesting the deletion, the bases for the deletion, the name of the individual authorizing the deletion and the date and time of the deletion. The log shall be maintained for a period of at least seven years from the date of the deletion.
  - iv. The search for the E-mail Client Mailbox Item requested to be deleted shall be reasonably related in scope to the circumstances that formed the basis of the search.
  - v. If applicable, an E-mail Client Mailbox Item deleted pursuant to this section may be maintained in the sending employee's personnel file or other investigative file as evidence of employee or student misconduct.

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**F. Alumni Accounts**

While a student’s LMSD-Net account and District-hosted storage terminate within 90 days after graduation, email accounts, web and cloud-based storage and certain web and cloud-based applications will remain active for a period of one year following graduation. The District may choose to continue to keep either active for a longer period or may choose to terminate them upon graduation if the District determines that doing so is in its best interests and if the District provides email notice to the accounts at least 30 days prior to termination. Alumni accounts are subject to the same use restrictions as student accounts and the District may suspend or terminate alumni accounts for any violation of Board Policy or applicable law.

*Policy No. 134, District-Provided Technology Resources: Student Use, Rights and Responsibilities*

*Administrative Regulation No. 134-1, District Provided Technology Resources: Student Use, Rights and Responsibilities*

*Policy and Administrative Regulation No. 800, Records Management*