

Lower Merion School District

Policy No.:	134
Section:	PROGRAMS
Title:	DISTRICT PROVIDED TECHNOLOGY RESOURCES: STUDENT USE, RIGHTS AND RESPONSIBILITIES
Date Adopted:	7/15/96
Date Last Revised:	2/20/18; 6/11/12; 4/25/11; 3/7/05; 10/22/01
Effective Date of Amendments:	7/01/12

**134 DISTRICT PROVIDED TECHNOLOGY RESOURCES:  
STUDENT USE, RIGHTS AND RESPONSIBILITIES**

I. Purpose

The Board of School Directors recognizes the need to establish regulations for student use of District provided technology resources consistent with the educational mission of the District.

II. 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:

- a. LMSD-Net (as defined below);
- b. Shared resources such as computers and mobile devices;
- c. Shared network resources such as printers, folder shares and backup folders; and
- d. Electronic mail, web-based and cloud-based storage, 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 Policy cross-referenced below) or other equipment or supplies issued to a student as part of the 1 to 1 Laptop Initiative or as part of an IEP or 504 plan.

**End User Licensing Agreements** – refers to the agreements establishing 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 that which 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 at home and at school.

**System/Network Administrator** - an Information Systems 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.

III. Student Responsibilities for Use of District Provided Technology Resources

- 1. Students will have access to the resources of the LMSD-Net and other District Provided Technology Resources provided they comply with rules and restrictions established by

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this Policy and any other Policy, Administrative Regulation, procedure, or rule established by the District.

2. Students must complete the designated LMSD-Net and Internet training. This training shall include educating students about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms and via electronic mail and instant messaging, cyber bullying awareness and response and copyright protections.
3. Each student and the student’s parent or guardian must periodically receive a form enclosing and summarizing this Policy and its accompanying Administrative Regulation. The Administrative Regulation accompanying this Policy shall include this form and set forth the occasions during a student’s academic career with the District when this form must be sent.
4. Students will be responsible for their own behavior when using the LMSD-Net and other District Provided Technology Resources, consistent with the educational purpose outlined in this Policy and other Board Policies and their accompanying Administrative Regulations.
5. Students, parents, guardians and employees of the District are jointly responsible for ensuring the educational value of the information and resources which are accessed, stored on and published via the LMSD-Net or other District Provided Technology Resources.
6. Security for District Provided Technology Resources is designed to allow access to selected areas by designated users only.
7. The System/Network Administrator may review files and communications stored in or on LMSD-Net and in other District Provided Technology Resources to maintain system integrity and ensure that students are using the system in accordance with applicable District policies. Students and other users of LMSD-Net and other District Provided Technology Resources should not expect that student folders or other information stored in or on LMSD-Net and in other District Provided Technology Resources will be private. Students have no expectation of privacy in any material or information stored on, created on, accessed through or transmitted through LMSD-Net or other District Provided Technology Resources.

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IV. Restrictions on Use of LMSD-Net and other District Provided Technology Resources

The LMSD-Net and other District Provided Technology Resources shall not be used:

1. For the posting or distribution of information that:
  - a. Is harmful or prejudicial to students; for example, materials which are libelous;
  - b. Is obscene as defined by the law of the Commonwealth of Pennsylvania or the United States;
  - c. Constitutes bullying (including cyber-bullying) or otherwise fosters disruptiveness among the students so as to interfere with the learning environment of the school district;
  - d. Threatens immediate harm to the welfare of the school community or any individual;
  - e. Discriminates against any segment of the student body or interferes with another's individual rights;
  - f. Encourages or abets unlawful activity; or
  - g. Violates the separation of church and state.
2. For illegal activity, including the violation of copyright laws;
3. To create, distribute, access or obtain pornographic materials;
4. To intentionally cause damage to hardware, software or data;
5. To gain or attempt to gain access to restricted material or systems;
6. For gambling;
7. For nonschool-related purposes on more than an incidental basis in a manner that does or may lead to disruption to the educational process or which excessively uses limited District resources;
8. To bypass the District's security controls; or

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9. To otherwise violate school rules or District policies or End User Licensing Agreements.

V. Sanctions

A student's failure to abide by this Policy will subject the student to the usual disciplinary procedures of the District as established in the applicable Student Code of Conduct or in District policies, the student's access privileges may be revoked, and/or appropriate legal action may be pursued.

VI. Disclaimers for Use of LMSD-Net and other District Provided Technology Resources

1. The Superintendent shall implement a program which educates students about the risks and consequences associated with the use of the LMSD-Net and other District Provided Technology Resources.
2. Students and other users of District Provided Technology Resources should not expect that files or other information stored on the LMSD-Net or other District Provided Technology Resources will be private as to the District. Privacy rights in connection with service providers will be determined by the End User Licensing Agreement with that service provider. Some online educational service providers may log user information, such as IP Address. The District also has the ability to collect, track and store IP addresses to identify technology devices using and communicating over the District's network and other technology resources such as online services. The District reserves the right to utilize IP address information it obtains for troubleshooting and investigative purposes.
3. Filtering:
  - a. Although students are primarily responsible for the use of the LMSD-Net and other District Provided Technology Resources in accordance with the above restrictions, the District shall use blocking software designed to protect students from obscene material, child pornography and other visual depictions deemed harmful to minors (as defined by the Children's Internet Protection Act) when accessing the Internet through LMSD-Net.
  - b. The Superintendent or designee may disable the technology protection measure if needed for bona fide research or other lawful purpose. A student claiming that he or she has been denied access by this policy to Internet material that is not within the prohibitions of this policy shall be afforded expedited review and resolution of this claim as set forth in Administrative Regulation 134.
  - c. The District is limited in its ability to filter material when a student accesses the

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internet from a source other than the LMSD-Net and disclaims any responsibility for material accessed in that manner. However, the District reserves the right to discipline any student for intentionally accessing or possessing illegal or otherwise prohibited or unauthorized material from whatever source obtained on school property or for posting or distributing material to LMSD-Net or other District Provided Technology Resource, which violates the restrictions set forth above.

4. The District and its employees are not responsible for any damages incurred as the result of the use of the LMSD-Net and other District Provided Technology Resources, including but not limited to the loss of data stored on the LMSD-Net or other District Provided Technology Resources, or the loss of personal property used to access the LMSD-Net or other District Provided Technology Resources.
5. The District will not be responsible for unauthorized financial obligations incurred through the use of the LMSD-Net or other District Provided Technology Resources.
6. Security is designed to allow access to selected areas by designated users only; however, the System/Network Administrator may review files and communications to maintain system integrity and ensure that students are using the system responsibly.
7. The District will not be responsible for the accuracy, nature or quality of information stored on the LMSD-Net or other District Provided Technology Resources or gathered through Internet access.

VII. Delegation of Responsibility

The Superintendent shall promulgate Administrative Regulations describing how the Policy will be implemented. The Administrative Regulations may authorize alumni email accounts subject to the restrictions contained in this Policy if deemed to be in the best interests of the District.

Cross references:

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

Administrative Regulation No. 134-2, *District Provided Technology Resources: Student E-Mail Accounts, Web and Cloud-Based Storage And Web and Cloud-Based Applications*

Policy No. 137, *District-Issued Laptops: Student Use, Rights And Responsibilities*

Policy No. 224, *Care of School Property*

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Policy No. 235, *Student Rights and Responsibilities*

Policy No. 246, *Prohibited Harassment by and of Students*

Policy No. 249, *Bullying*