

Lower Merion School District

Administrative Regulation No. 137
Section: PROGRAMS
Title: DISTRICT-ISSUED LAPTOPS:
STUDENT USE, RIGHTS AND RESPONSIBILITIES
Date Adopted: 4/25/11
Date Last Revised: 2/9/18; 5/10/13

R137 DISTRICT-ISSUED LAPTOPS: STUDENT USE, RIGHTS AND RESPONSIBILITIES

I. Approved Forms

Annually, written notification will be sent to District parents and guardians whose child is eligible to be issued a Laptop before the beginning of the school year containing information relating to the One-to-One Laptop Initiative and how it works. This document will be prepared annually by the High School Building Principals for approval by the Superintendent or designee.

- **Attachments A and B - Agreement for Laptop Use**

An **Agreement for Laptop Use** must be signed by the student and student’s parent or guardian and returned to the District prior to the student being issued a District Laptop. An Agreement for Laptop Use must only be signed once in a high school student’s career and also if there is a change in use from on-campus only to off-campus or from on and off-campus to just on-campus. Issuance of this **Agreement for Laptop Use** obviates the need for a separate **Acknowledgment of Receipt of Policy 134: District Provided Technology Resources: Student Use, Rights and Responsibilities** to be issued. There are two forms of the **Agreement for Laptop Use**:

- Attachment A is the form permitting Laptops to be used off-campus.
- Attachment B is the form permitting Laptops to be used on campus only.

- **Attachment C – Best Practice Guidelines for Use of Student Laptops**

Attachment C constitutes the “**Best Practice Guidelines for Use of Student Laptops**” required by Policy 137 to provide information to students and parents/guardians to encourage and facilitate responsible use of District-issued Laptops. This document shall be posted on the District’s website.

- **Attachment D – Information for Parents/Guardians and Students Opting Out of Laptop Initiative**

Attachment D is the approved notification to be issued to parents, guardians and students who refuse to sign **Agreement for Laptop Use**. This document shall be posted on the District’s website.

II. Procedure for Reporting Laptops Missing or Stolen

If a Laptop is **missing or suspected stolen**, the student must report this immediately to the Assistant Principal in their building. To report a Laptop missing or stolen on campus during the

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school day, the student must contact the Assistant Principal by phone, electronic mail or by visiting that office. To report a Laptop missing or stolen after school hours, the student must email laptopfaq@lmsd.org or leave a voice mail at 610-645-1925.

III. Notice Regarding Blocking Software

Website filtering 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. Parents and guardians are advised to monitor web usage when the Laptop is used at home as appropriate. The LMSD "Best Practice Guidelines for Use of Student Laptops" (Attachment C) is a good reference for this.

Any student who claims that he or she has 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 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.

IV. Accommodations for Parents, Guardians and Students Who Refuse to Sign Agreement for Laptop Use

In the event that the parent/guardian or student refuses to sign either form Agreement for Laptop Use (Attachments A and B), the building principal shall be responsible for ensuring that Attachment E is sent to the parent/guardian and that the District uses its best efforts to make necessary accommodations for the student to ensure that the student's education is not adversely affected.

V. Insurance Information

Payment for insurance is required prior to the issuance of the Laptop for off-campus use. Students of parents and guardians who decline to pay for insurance will not be permitted to take their Laptop off-campus. Parents, guardians and students may be held financially responsible for all uninsured damage, loss or theft of the Laptop while the Laptop is in the possession, custody or control of student, including the applicable deductible charge for each claim covered by the District insurance policy ("covered claim").

Families who participate in the Free and Reduced lunch program will have the option to forgo the insurance cost yet still have their child's laptop covered under this insurance agreement. However, families in the Free and Reduced lunch program will be required to pay the applicable

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deductible charge for each covered claim.

When a Laptop is issued to a student as the result of an IEP team determining, through the SETT process, that a Laptop is a necessary component of the student's IEP, then the parent/guardian of the student is not required to pay the laptop insurance premium. However, parents/guardians may be required to pay the applicable insurance deductible charge for each theft, loss, or damage claim.

Parents and guardians may not substitute homeowners or other personal insurance for District-procured laptop insurance. If a student without laptop insurance takes the laptop off site and it is stolen or damaged, the District reserves the right to hold the parent/guardian responsible for full replacement or repair cost.

VI. Modification or Customization of Laptops

Laptops will only be modified or customized with District owned and approved software or hardware in accordance with 504 plans, Individualized Education Programs (IEP), or ESL accommodations.

Students or parent/guardians requesting that a laptop have its operating system reinstalled will be requested to explain the basis for their request. If the reason is system failure or other performance issue, a technician will try to replicate the issue before reinstalling the operating system.

Administrative permission to 1 to 1 laptops will be maintained by designated Information Systems Department personnel.

VII. Providing Laptops to Students whose Laptops have been Seized

Students who have had their computer seized based upon reasonable suspicion that the student violated the law, school rules or District policies shall be permitted to use a loaner Laptop in school, but shall not be permitted to take the loaner off campus, unless required by laws pertaining to students with disabilities.

This regulation shall be reviewed periodically to ensure that District practices remain current with technology then in place in the District.

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R137 Attachment A - Agreement for Laptop Use (Version A)

**AGREEMENT FOR USE OF LAPTOP (VERSION A)
FOR USE ON OR OFF CAMPUS**

_____ (hereinafter "STUDENT") and
_____ (hereinafter "PARENT/GUARDIAN"),
in exchange for the Lower Merion School District allowing STUDENT to use and possess
the Laptop or any loaner or replacement Laptop provided as the discretion of the
District ("Laptop"), hereby agree as follows:

1. STUDENT and PARENT/GUARDIAN acknowledge the following Administrative Regulations and Board Policies, which are accessible on the District's website at <http://www.lmsd.org/departments/board/policies/index.aspx>: Administrative Regulation No. 224 *Care of School Property*, Board Policy No. 134 *District Provided Technology Resources: Student Use, Rights and Responsibilities* and Board Policy No. 137 *District-Issued Laptops: Student Use, Rights and Responsibilities* and acknowledge that they understand their applicability and agree to abide by the procedures, regulations and other rules set forth in them and in this Agreement. If STUDENT and/or PARENT/GUARDIAN would like a paper copy of the above Administrative Regulations and Board Policies they can contact the high school office to make a request and paper copies will be provided.
2. In return for the District permitting STUDENT to take the Laptop off-campus, PARENT/GUARDIAN agrees to purchase District-procured laptop insurance prior to the start of the school year. Insurance premium is \$70.00 per student with a \$100.00 deductible for theft or damage. The insurance premium, but not the deductible, will be [costs are subject to change on an annual basis] waived for any family that participates in the Free and Reduced lunch program upon request or for any computer issued to a student resulting from IEP SETT process. The deductible is charged for each covered claim and is in addition to the insurance payment. PARENT/GUARDIAN may not substitute homeowners or other personal insurance for District-procured laptop insurance. PARENT/GUARDIAN and STUDENT accept all uninsured financial responsibility with respect to damage, loss or theft of the Laptop while the Laptop is in the possession, custody or control of STUDENT.
3. In some instances it may be necessary for a school Information Systems Department professional to access the laptop remotely to resolve a technical problem. If this is needed, STUDENT will be asked for permission before the remote access is performed. STUDENT will not be asked for permission prior to remote software or configuration changes sent out to all Laptops that are necessary for the maintenance and security of the LMSD-Net and to ensure that only authorized software is installed on the Laptops. Such software maintenance may involve the correction of altered code or programming and in some cases may remove files from the Laptop if the files are deemed to be a threat to the operation or security of the LMSD-Net or are stored in unauthorized software.

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4. STUDENT will not permit individuals, other than District administrators or teachers to access the Laptop. STUDENT shall not use or allow the Laptop to be used:
 - a. For the posting or distribution of information that:
 - i. is harmful or prejudicial to students; for example, materials which are libelous and obscene as defined by the law of the Commonwealth of Pennsylvania or the United States;
 - ii. constitutes bullying (including cyber-bullying) or otherwise fosters disruptiveness among the students so as to interfere with the learning environment of the school district;
 - iii. threatens immediate harm to the welfare of the school community or any individual;
 - iv. discriminates against any segment of the student body or interferes with another's individual rights;
 - v. encourages and abets unlawful activity; or
 - vi. violates the separation of church and state.
 - b. for illegal activity, including the violation of copyright laws;
 - c. to create, distribute, access or obtain pornographic materials;
 - d. to intentionally cause damage to hardware, software or data;
 - e. to gain or attempt to gain access to restricted material or systems;
 - f. for gambling;
 - g. for nonschool-related purposes on more than an incidental basis;
 - h. to bypass the District's security controls; and/or
 - i. to otherwise violate school rules.
5. STUDENT and PARENT/GUARDIAN understand and agree that (a) the Laptop is at all times the property of the District; and (b) STUDENT has no right to disable or modify any hardware or software installed on the Laptop or to install new or additional programs or uninstall existing software programs on the Laptop. Students are permitted to install software available through the Self-Service application installed on 1 to 1 Laptops.
6. STUDENT and PARENT/GUARDIAN understand and agree that the Laptop is deemed to be in the custody of STUDENT from the time STUDENT receives the Laptop until the time the Laptop is returned to the designated School representative. If the Laptop is lost, damaged or stolen, PARENT/GUARDIAN and STUDENT will immediately advise the Assistant Principal of the incident and all relevant information. The PARENT/GUARDIAN and STUDENT signatures below constitute consent for the District to utilize Internet Protocol tracking until the Laptop is actually located by the District or until PARENT/GUARDIANS or STUDENT provide written notification that the Laptop is no longer missing.
7. STUDENT and PARENT/GUARDIAN understand and agree that they are not to attempt any repairs/services on the Laptop and that damaged Laptops must be returned to the Technology Center for repair/service.

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8. In the event that the Laptop is lost, damaged or stolen while the custody of STUDENT, then STUDENT and PARENT/GUARDIAN agree that they are responsible to the District for the cost to repair or replace the Laptop. If the claim is covered by the applicable District insurance policy, then STUDENT and PARENT/GUARDIAN shall only be responsible for the costs not covered by insurance, including, but not limited to any deductible.
9. STUDENT understands and agrees that at the end of the school year and upon request of an Administrator, STUDENT must return the Laptop to the District in the same condition that the Laptop was originally provided to STUDENT, ordinary wear and tear excepted.
10. STUDENT and PARENT/GUARDIANS understand and consent that the District may look at or review STUDENT'S files stored on the Laptop under the following circumstances:
 - a. After the Laptop has been returned by STUDENT to the District:
 - i. At the end of a school year; or
 - ii. Any other time STUDENT is required to permanently return the Laptop and has prior notice and adequate opportunity to remove STUDENT'S files from the Laptop.
 - b. If the District has a reasonable suspicion that STUDENT is violating District rules or policies, authorized District administrators may take custody of the Laptop and review STUDENT files. "Reasonable suspicion" means reasonable grounds exists that the search will uncover evidence that the STUDENT violated the law or school rules or District policies. The scope of the search must be reasonably related to the violation which justified the search. Under no circumstances will a District employee access a Laptop remotely for the purpose of this subsection b.
 - c. Pursuant to a signed consent form or documented verbal agreement by a parent/guardian that clearly and conspicuously sets forth the ability of the District to access or review such files. This consent form shall be supplemental to this Agreement for Laptop Use.
 - d. Teachers and other school personnel may provide assistance to STUDENT in locating STUDENT'S files in the presence of and at the request of STUDENT.
 - e. As disclosed in the request for permission for remote access provided to STUDENT if STUDENT requests that a District Information Systems Department professional access STUDENT'S Laptop remotely to resolve a technical problem.
11. STUDENT and PARENT/GUARDIAN understand and agree that the District has the ability to collect, track and store IP addresses to identify technology devices, including Laptops, using and communicating over the District's network. The District reserves the right to utilize IP

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address information it obtains for troubleshooting and investigative purposes.

12. STUDENT and PARENT/GUARDIAN understand and agree that if the District determines that STUDENT failed to adequately care for the District’s computer or violates District rules or policies, then the District may terminate STUDENT’S ability to use the computer outside of school or even STUDENT’S ability to use the computer at all. If the District determines that STUDENT acted with intent to damage the District’s property, then, in addition to any other available remedies, the District may refer the matter for appropriate civil, criminal and/or juvenile proceedings.

Parent/Guardian Signature:	Student Signature:
Print Name:	Print Name:
Address:	Address:
Telephone:	Telephone:

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R137 Attachment B - Agreement for Laptop Use (Version B)

AGREEMENT FOR USE OF LAPTOP (VERSION B) – ON CAMPUS ONLY

_____ (hereinafter "STUDENT") and
(hereinafter "PARENT/GUARDIAN"), in exchange for the Lower Merion School District allowing
STUDENT to use and possess the Laptop, or any loaner or replacement Laptop provided at the
discretion of the District ("Laptop"), hereby agree as follows:

1. STUDENT and PARENT/GUARDIAN acknowledge the following Administrative Regulations and Board Policies, which are accessible on the District's website at <http://www.lmsd.org/departments/board/policies/index.aspx>: Administrative Regulation No. 224 *Care of School Property*, Board Policy No. 134 *District Provided Technology Resources: Student Use, Rights and Responsibilities* and Board Policy No. 137 *District-Issued Laptops: Student Use, Rights and Responsibilities* and acknowledge that they understand their applicability and agree to abide by the procedures, regulations and other rules set forth in them and in this Agreement. If STUDENT and/or PARENT/GUARDIAN would like a paper copy of the above Administrative Regulations and Board Policies they can contact the high school office to make a request and paper copies will be provided.
2. STUDENT understands that the Laptop may not be removed from the high school where STUDENT is attending as a result of one or more of the following:
 - a. PARENT/GUARDIAN has exercised their option to not authorize off-campus use of the Laptop by STUDENT
 - b. PARENT/GUARDIAN has declined the option of purchasing District-procured laptop insurance prior to the start of the school year; or
 - c. STUDENT has had Laptop privileges limited to on-campus use because of previous violations of school rules or District policy or repeated damage to laptops previously issued to STUDENT.
3. PARENT/GUARDIAN may not substitute homeowners or other personal insurance for District-procured laptop insurance.
4. PARENT/GUARDIAN and STUDENT acknowledge and understand that if STUDENT takes the Laptop off site and it is stolen or damaged, the District reserves the right to hold the PARENT/GUARDIAN responsible for full replacement or repair cost. PARENT/GUARDIAN and STUDENT accept all financial responsibility with respect to damage, loss or theft of the Laptop while the Laptop is in the possession, custody or control of STUDENT.
5. In some instances it may be necessary for a school Information Systems Department

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professional to access the laptop remotely to resolve a technical problem. If this is needed, the STUDENT will be asked for permission before the remote access is performed. STUDENT will not be asked for permission prior to remote software or configuration changes sent out to all Laptops that are necessary for the maintenance and security of the LMSD-Net and to ensure that only authorized software is installed on the Laptops. Such software maintenance may involve the correction of altered code or programming and in some cases may remove files from the Laptop if the files are deemed to be a threat to the operation or security of the LMSD-Net or are stored in unauthorized software.

6. STUDENT will not permit individuals, other than District administrators or teachers to access the Laptop. STUDENT shall not use or allow the Laptop to be used:
 - a. For the posting or distribution of information that:
 - i. is harmful or prejudicial to students; for example, materials which are libelous and obscene as defined by the law of the Commonwealth of Pennsylvania or the United States;
 - ii. constitutes bullying (including cyber-bullying) or otherwise fosters disruptiveness among the students so as to interfere with the learning environment of the school district;
 - iii. threatens immediate harm to the welfare of the school community or any individual;
 - iv. discriminates against any segment of the student body or interferes with another's individual rights;
 - v. encourages and abets unlawful activity; or
 - vi. violates the separation of church and state.
 - b. for illegal activity, including the violation of copyright laws;
 - c. to create, distribute, access or obtain pornographic materials;
 - d. to intentionally cause damage to hardware, software or data;
 - e. to gain or attempt to gain access to restricted material or systems;
 - f. for gambling;
 - g. for nonschool-related purposes on more than an incidental basis;
 - h. to bypass the District's security controls; and/or
 - i. to otherwise violate school rules.
7. STUDENT and PARENT/GUARDIAN understand and agree that (a) the Laptop is at all times the property of the District; and (b) STUDENT has no right to disable or modify any hardware or software installed on the Laptop or to install new or additional software programs or uninstall existing software programs on the Laptop.
8. STUDENT and PARENT/GUARDIAN understand and agree that if the Laptop is lost, damaged or stolen, then they will immediately advise the Assistant Principal of the incident and all relevant information. The PARENT/GUARDIAN and STUDENT signatures below constitute consent for the District to utilize Internet Protocol tracking until the Laptop is actually located by the District or until PARENT/GUARDIANS or STUDENT

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provide written notification that the Laptop is no longer missing.

9. STUDENT and PARENT/GUARDIAN understand and agree that they are not to attempt any repairs/services on the Laptop and that damaged Laptops must be returned to the Technology Center for repair/service.
10. In the event that the Laptop is lost, damaged or stolen while the custody of STUDENT, then STUDENT and PARENT/GUARDIAN agree that they are responsible to the School District for the cost to repair/replace the Laptop.
11. STUDENT understands and agrees that STUDENT is responsible for returning the Laptop to the designated school representative at the end of each school day and for retrieving the Laptop at the beginning of each school day in the same condition that the Laptop was originally provided to STUDENT, ordinary wear and tear excepted.
12. If STUDENT fails to return the Laptop at the end of a school day, then STUDENT must return the Laptop at the next time the designated school representative is available. STUDENT may be required to pay the insurance fee or obtain a waiver of such payment and PARENT/GUARDIAN and STUDENT may be required to execute the appropriate user agreement prior to having the Laptop returned and/or STUDENT may be subject to discipline if STUDENT fails to return the Laptop at the end of each school day.
13. STUDENT and PARENT/GUARDIANS understand and consent that the District may look at or review STUDENT'S files stored on the Laptop under the following circumstances:
 - a. After the Laptop has been returned by STUDENT to the District:
 - i. At the end of a school year; or
 - ii. Any other time STUDENT is required to permanently return the Laptop and has prior notice and adequate opportunity to remove STUDENT'S files from the Laptop.
 - b. If the District has a reasonable suspicion that STUDENT is violating District rules or policies, authorized District administrators may take custody of the Laptop and review STUDENT'S files. "Reasonable suspicion" means reasonable grounds exists that the search will uncover evidence that STUDENT violated the law or school rules or District policies. The scope of the search must be reasonably related to the violation which justified the search. Under no circumstances will a District employee access a Laptop remotely for the purpose of this subsection b.
 - c. Pursuant to a signed consent form or documented verbal agreement by a parent/guardian that clearly and conspicuously sets forth the ability of the

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District to access or review such files. This consent form shall be supplemental to this Agreement for Laptop Use.

- d. Teachers and other school personnel may provide assistance to STUDENT in locating STUDENT’S files in the presence of and at the request of STUDENT.
- e. As disclosed in the request for permission for remote access provided to STUDENT if STUDENT requests that a District Information Systems Department professional access STUDENT’s Laptop remotely to resolve a technical problem.

14. STUDENT and PARENT/GUARDIAN understand and agree that the District has the ability to collect, track and store IP addresses to identify technology devices, including Laptops, using and communicating over the District’s network. The District reserves the right to utilize IP address information it obtains for troubleshooting and investigative purposes.

15. STUDENT and PARENT/GUARDIAN understand and agree that if the District determines that STUDENT failed to adequately care for the District’s computer or violates District rules or policies, then the District may terminate STUDENT’S ability to use the computer. If the District determines that STUDENT acted with intent to damage the District’s property, then, in addition to any other available remedies, the District may refer the matter for appropriate civil, criminal and/or juvenile proceedings.

16. STUDENT and PARENT/GUARDIAN acknowledge receipt of the attached notification regarding accommodations for STUDENTS who lack access to their Laptop outside of school.

Parent/Guardian Signature:	Student Signature:
Print Name:	Print Name:
Address:	Address:
Telephone:	Telephone:

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R137 Attachment C - Best Practice Guidelines for Use of Student Laptops

Laptop – refers to a Laptop computer issued by the District to a District student for use in connection with the District academic program.

You are responsible for the appropriate use of your Laptop both at school and at home. The Laptops are for students for educational purposes. All commercial, illegal, unethical and inappropriate use of these Laptops is expressly prohibited.

1. You may not copy or duplicate copyrighted material. (Copyright is the set of exclusive rights granted to the author or creator of an original work, including the right to copy, distribute and adapt the work.) Copyrighted materials include books, maps, prints, musical compositions, dramatic works, photographs, paintings, drawings, motion pictures, computer programs, sound recordings, choreography and architectural works.
2. Downloading games, applications or software is expressly prohibited. Students are permitted to download approved software available through the Self-Service application installed on 1 to 1 Laptops.
3. Downloading purchased songs or songs from a purchased compact disc is permitted (ex. Songs purchased from iTunes and downloaded). Any personal information or material on the Laptop is the express responsibility of the student and should not interfere with Laptop usage or school related work.
4. Only LMSD licensed or approved software is to be installed on the Laptops.
5. Do not loan your Laptop to anyone, and do not share your “user name” or “password”.
6. Always keep track of your Laptop and take reasonable precautions to keep it safe.
 - a. If you place your Laptop in your locker make sure it is completely closed and locked.
 - b. Since your backpack will be the primary storage for your Laptop make sure that you never leave your backpack unattended.
 - c. It is recommended that a backpack with a dedicated laptop pocket or sleeve be purchased for storing and carrying the laptop.
7. Do not remove the protective case provided with the Laptop. Should the protective case become damaged, please consider purchasing a new case for the Laptop.

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8. Do not place the power cord or adapter against the Laptop screen in your backpack (the screen will break)
9. Be careful not to drop or fling your backpack (remember if it breaks, there is an insurance deductible that you will pay)
10. When leaving for home, shutdown down your Laptop and the same is true when leaving for school, shutdown your Laptop.
11. If you notice that your Laptop is working slowly or functioning in a strange or abnormal way, report it to the Technology Center in your building.

12. Safe emailing:

- a. Don't open, forward or reply to suspicious emails. If you have a question about whether or not to open an email, check with the Technology Center in your building.
- b. Be wary of email attachments from people you don't know. It may be a virus or a malicious program.
- c. **Never click on links in suspicious emails. Links can install a virus or a malicious program.**
- d. Never respond to emails that ask for personal information, your user name or your password.
- e. Think before you write and send an email, be polite and courteous at all times.

13. Web Usage:

- a. Do not go to inappropriate / questionable web sites or click on questionable links as this may trigger a spam or computer virus attack.
- b. The use of anonymous proxies or other technologies to bypass LMSD-Net filtering programs is prohibited.
- c. When using social networks or developing a personal web site/page, consider the following:
 - i. Be polite and courteous. Leave offensive text (i.e. curse words, insults, etc.) out of blog entries and comment postings to friends.

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- ii. Once any text or photo is placed online it is completely out of your control, regardless of whether you limit access to your page. Anything posted online is available to anyone in the world.
 - iii. You should not post information, photos, or other items online that could embarrass you, your family, or friends. This includes information, photos and items that may be posted by others on their page or on your webpage.
 - iv. Do not post your personal information: addresses, phone number(s), date of birth, class schedules, your whereabouts or daily activities. You could be opening yourself up to online predators.
- d. Many potential employers, colleges and universities, graduate programs and scholarship committees now search these sites to screen applicants.

14. Saving Information:

- a. It is recommended that you save/ backup any important school information on your student folder located on the LMSD-Net. Your student folder will be maintained for the entire school year. Note: At the end of the school year, all student folders will be erased. Be advised that LMSD-Net security is designed to allow access to selected areas by designated users only. The LMSD-Net administrator may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Students and other LMSD-Net users should not expect that student folders or other information stored on the LMSD-Net will be private.
- b. **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 that threatens the operation or security of District provided technology resources, is stored on District provided technology resources. District may remove or quarantine any files that District deems: Violate applicable law or District policy; or may be a threat to the operation and security of LMSD-Net**
- c. **Student who believes file(s) removed in error may submit written complaint to Director of Information Systems who reviews matter with appropriate District staff and determines if material should be returned to student or District provided technology resources or if material should be permanently deleted**
- d. **Files saved in a student folder on LMSD-Net maybe accessed outside of school by browsing myfiles.lmsd.org.**

Lower Merion School District

Administrative Regulation No.

137

Section:

PROGRAMS

Title:

DISTRICT-ISSUED LAPTOPS:
STUDENT USE, RIGHTS AND RESPONSIBILITIES

Date Adopted:

4/25/11

Date Last Revised:

2/9/18; 5/10/13

- e. It is recommended that you copy and erase any important information from your Laptop before you turn it in at the end of the year or turn it in for technical assistance. Trouble shooting technical problems could potential result in all files being erased from a Laptop.
- f. Information on your Laptop will also be erased during the summer.
- g. If you wish to save any of your work, you are permitted to use an external storage device such as a USB drive or to use Internet storage such as Google Drive.

15. Other:

You are responsible for any damage to the Laptop caused by any personal device you connect to the Laptop.

Remember, your Laptop is your responsibility.

Please be careful when using social networking sites and sharing personal information as this information may remain on the internet for years. Think before you act - (after graduation would you want a prospective employer to view what you post?).

The Superintendent or designee has issued Administrative Regulations containing guidelines to students for use of Laptops. Students should also refer to Policy Nos. 134 *LMSD-Net: Student Use, Rights and Responsibilities* and 137 *District-Issued Laptops: Student Use, Rights and Responsibilities*. Any violation will be subject to discipline as outlined in the Harriton and Lower Merion High School Student Guide.

The District does not routinely monitor LMSD-Net for violations of school rules or District policies and is limited in its ability to monitor Laptops for cyber bullying and other violations. Therefore, if you have reason to believe that another student is using either the LMSD-Net or their District-issued Laptop in a manner that violates school rules or District policies, you are encouraged to report this to your Assistant Principal.

Lower Merion School District

Administrative Regulation No. 137
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R137 Attachment D

Information for Parents/Guardians and Students Opting Out of One-to-One Laptop Initiative

The One-to-One Laptop Initiative is designed to provide students with 21st Century learning environments both at home and in school, and to give all students access to technology resources. Lower Merion School District seeks to create a learning environment that fosters deeper cognitive development through inquiry, real and relevant project-based learning, and differentiated instruction – all supported by continuous access to digital technologies. The One-to-One Laptop Initiative provides students with the ability to work on projects and research both at school and at home by providing 24/7 access to the software that they use in school. We believe that the Laptop is an essential tool to assist students in thinking critically, analyzing data, solving real world problems and publishing their work.

In the event that the parent/guardian of a student, or the student themselves if the student is over 18, decline to participate in the One-to-One Laptop Initiative by refusing to sign an Agreement for Laptop Use, the building principal shall be responsible for making necessary accommodations for the student to ensure that the student’s education is not adversely affected. Such accommodations may include access to printed resources and access to building based computers in areas such as Libraries and Help Centers.

All accommodations will be made on an individualized basis. The District does not guarantee that all accommodations will be provided to all students who do not participate in the One-to-One Laptop Initiative.

Please contact your building principal with any questions:

Harriton High School– 610-658-3950.

Lower Merion High School– 610-645-1810.