

Lower Merion School District

Policy No.: 390
Section: ADMINISTRATIVE EMPLOYEES
Title: EMPLOYEE LAPTOP SECURITY PROCEDURES AND TRAINING
Date Adopted: 8/16/10
Date Last Revised:

390 EMPLOYEE LAPTOP SECURITY PROCEDURES AND TRAINING

Procedures

The Superintendent shall establish and enforce procedures for District employees relative to the District-Issued Laptop computers (“District-Issued Laptops”). These procedures must comply with all applicable federal and state law including any court orders in effect. These procedures shall cover the following areas:

1. Responsibilities of District personnel.
2. Issues concerning remote access and laptop tracking.
3. Privacy of Student Information.
4. Forensics and laptop searches.

Training

District Administrators, Teachers, Information Systems Personnel and Building Administrators shall be trained in awareness of all current central policies and procedures involved with District-Issued Laptops. This training shall be designed and implemented to ensure that trained staff clearly understand how to respond to student concerns and the relative obligations and responsibilities of the District and the students to whom Laptops have been issued.

There are four groups that will be included in this training:

1. Information Systems Personnel – This includes personnel involved in the operations, maintenance and distribution of District-Issued Laptops.
2. Administrative Employees – This includes all central administrative staff that are involved in one way or another with the District-Issued Laptops.
3. Principals and Assistant Principals.
4. Teachers – This includes Teachers with direct involvement with District-Issued Laptops.

The Superintendent shall advise the Board when employee trainings are scheduled to be conducted and shall report to the Board periodically, but no less than annually, regarding the nature and extent of the training.

Cross References:

Policy and Administrative Regulation No. 134, *LMSD-Net and District-Issued Laptops: Student Use, Rights and Responsibilities*
Local Board Procedures No. 008, *District-Issued Laptop Responsibility Chart*
Policy No. 893, *Remote Access, Monitoring and Tracking of District-Issued Laptops*