

**Lower Merion School District**

Policy No.: 893  
Section: OPERATIONS  
Title: REMOTE ACCESS, MONITORING AND TRACKING  
OF DISTRICT-ISSUED LAPTOPS  
Date Adopted: 8/16/10  
Date Last Revised:

**893 REMOTE ACCESS, MONITORING AND TRACKING  
OF DISTRICT-ISSUED LAPTOPS**

*Laptop* – refers to an identified Laptop issued by the District to a specific District student for use in connection with the District academic program. This includes, but is not limited to, laptops issued by the District in connection with the One-to One Laptop Initiative, Individualized Education Programs and Service Agreements for identified students with special needs, and other educational purposes.

*The One-to One Laptop Initiative*- the District initiative to provide every high school student with access to a District-issued Laptop computer. The major goals of this initiative are to provide students with 21st Century learning environments both at home and in school, and to give all students access to technology resources.

*Remote Access of Laptops* – means a situation where a District employee or agent, using client management software, accesses a Laptop in the student’s possession. Software maintenance, which will download software and configuration changes automatically when a student connects to the LMSD-Net with the Laptop, does not constitute remote access of the Laptop. Remote access of Laptops does not include voluntary participation by the Student or other user in webconferences, chat rooms or other web-based activities.

*Software maintenance*- means any software or configuration changes sent out to all Laptops, even if it only affects certain Laptops, that is necessary for the maintenance and security of the LMSD-Net and to ensure that only authorized software is installed on the Laptops.

Repair and Maintenance of Laptops

Laptops are the property of Lower Merion School District. Students are responsible for the appropriate use of Laptops both at school and at home. The care of Laptop is the student's responsibility. If a Laptop needs repair, service or other maintenance, students are to report to the Technology Center in their building. Students should not attempt to repair or service their Laptops. Vandalism to any Laptop or accessory is strictly prohibited. Students must present school issued picture ID when they bring their Laptop in or pick up from repair.

Remote Access

Laptops are equipped with the ability to be accessed remotely in the following two scenarios:

1. **Technical Problems:** In some instances it may be necessary for a school Information Systems professional to access the Laptop remotely to resolve a technical problem. If this is needed, the student will be asked for permission. If permission for remote access is given, a permanent record of the approval will be logged along with the time, date and duration of

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the access. The District will only implement remote access software that automatically creates a record of its activation. If the Student does not wish to have the technical problem resolved remotely the student may decline the request for remote access and bring the Laptop to the Technology Center in their building at their opportunity. However, a student does not need to be asked for permission prior to remote software maintenance as defined above. 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.

2. Laptop Reported Missing or Stolen: If the student or parent/guardian believes the Laptop is missing stolen, a written report of the incident must to be filled out by the student and parent/ guardian and filed with the Building Principal's office. Once the report is filed, the District may initiate the following procedures for reporting Laptops missing or stolen which provide as follows:
  - i. Activate Internet Protocol tracking may be used with parent/guardian and student consent for the sole purpose of retrieving the equipment.
  - ii. At no time will the Laptop camera be activated remotely nor will screen shots, audio, video or on-screen text be remotely monitored.

NOTE: The School Board may from time to time approve other tracking technologies; however, no tracking technology will be used unless its function and capabilities have been explained to the parent/guardian and student.

### Review of Student Files

At no time will any school employee look at or review the student's files and documents stored on the laptop except as follows:

- a. After the Laptop has been returned by the student to the District:
  - i. At the end of a school year; or
  - ii. Any other time the student is required to permanently return the Laptop and has prior notice and adequate opportunity to remove the student's files from the Laptop;
- b. If the District has a reasonable suspicion that the 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. In case of a Laptop reported missing or suspected stolen, pursuant to a signed consent form that clearly and conspicuously sets forth the ability of the District to access or review such

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files. This consent form shall be supplemental to the agreement for Laptop use and must be approved by the Superintendent prior to issuance to a parent, guardian or student. Parents/guardians and student must be informed in writing that the failure to sign this form or to otherwise cooperate with the District or an investigating law enforcement agency in connection with the retrieval of the Laptop may subject the parents/guardians to the cost of the full replacement value of the Laptop.

- d. Teachers and other school personnel may provide assistance to a student in locating that student's files in the presence of and at the request of the requesting student.
- e. As disclosed in the request for permission for remote access provided to students pursuant to No. 4 above under "Special Rules for District-Issued Laptops."

Cross References:

Policy and Administrative Regulation No. 134, *LMSD-Net and District-Issued Laptops: Student Use, Rights and Responsibilities*  
Policy and Administrative Regulation No. 390, *Employee Laptop Security Procedures and Training*  
Local Board Procedures No. 008, *District-Issued Laptop Responsibility Chart*