



Lower Merion High School

Excellence in Education

Enter to learn, go forth to serve

Sean Hughes
Principal

May 1, 2019

Dear Parents, Guardians, and Caregivers of incoming 9th grade students and new students:

Enclosed you will find specific information regarding guidelines, laptop insurance, and laptop distribution procedures for the 2019-2020 school year.

In an effort to distribute laptops to all students on September 6, 2019, we are asking you to forward the appropriate form and insurance payment to *Lower Merion High School* in the enclosed self-addressed envelope. **Please sign, date, and return the appropriate forms to the Lower Merion High School's Main Office by June 10, 2019, to ensure that your child receives their laptop on September 6, 2019.** Failure to return the appropriate form and laptop insurance premium check by **June 10, 2019**, may result in your child **not** receiving their laptop until after the September 6, 2019, distribution date.

If you would like your child to be able to take their laptop home, please return Agreement for Laptop Use Attachment "A" (printed on *green* paper) signed along with a check or money order for \$70.00 made out to the Lower Merion School District. Please put the **student's name** and **student ID number** on the memo line. Or you may opt to use **My School Bucks** (instructions can be found by going to www.lmsd.org/insurance). Please submit the copy of your receipt along with your signed forms. Agreement for Laptop Use Attachment "A" requires the student's signature as well as the parent.

Return Agreement for Laptop Use Attachment "B" (printed on *yellow* paper) signed, if you **do not** wish for your child to be able to take the laptop off of school grounds. Students who follow Agreement for Laptop Use Attachment "B" are welcome to, but not required to, pay the insurance premium. However, students who elect not to purchase the insurance provided by the District will be responsible to pay in full for any damages incurred to their laptop. Additionally, if a student who follows Agreement for Laptop Use Attachment "B" loses the laptop (or if it is stolen), the student will be responsible to replace the laptop at its **full cost** if the insurance premium has not purchased.

Please note – we have enclosed white copies of both Agreement for Laptop Use Attachments which feature a "Parent Copy" watermark. Please keep these copies for your records; they do not need to be returned to us.

Families who receive notification that they qualify for the Free and Reduced Program for the 2019-2020 school year will have the option to forgo the insurance cost yet still have their student(s) laptop covered under this insurance agreement, and do not need to enclose payment with the Agreement for Laptop Use Attachments "A" or "B." Families will only have this option if they have received notification from the school district that they qualify for the

Free and Reduced Program either by completing a new application each school year and receive a letter from the School District that they qualify or have been notified by the School District that they are predetermined eligible. In addition to the qualification of the program each school year, each family needs to sign the *Waiver for Sharing Information with Other Programs* that accompanies the Free and Reduced Application and/or Direct Certification Eligibility Letters. The Free and Reduced Application and the Waiver for Sharing Information with Other Programs is available on the LMSD.org Nutritional Services Page of the website <https://www.lmsd.org/departments/nutritional>. A paper form of the Free and Reduced Application along with the Waiver will be sent home with every student on the first day of school.

Families who participate in the Free and Reduced lunch program will be required to pay the deductible charge for each theft, loss, or damage claim. A payment plan for the insurance deductible can be established with school administration. Families wishing to participate in this program must apply (or re-apply) and be approved for the program yearly. Information regarding the Free and Reduced lunch program can be found on the Lower Merion School District website by going to www.LMSD.org/fandr. Families who fail to apply (or re-apply), or who are denied eligibility to participate in this program will be required to pay the \$70 insurance premium.

This mailing also includes enclosures and other helpful information regarding the One-to-One laptop initiative, and will be available on the school district website at www.lmsd.org.

If you have any questions or concerns, please feel free to contact Assistant Principal Jon Fadely at 610-645-1834.

Sincerely,

Sean Hughes
Principal

Consent to Participate in the "One-to-One" Student Laptop Initiative

Please confirm your permission for your child to participate in the One-to-One Student Laptop (Laptop) program and that you and your child have read the information below by having your son or daughter **return the "Agreement for Laptop Use" form by June 10, 2019.** Receipt of this agreement is necessary to issue your child a Laptop at the beginning of next school year.

- Please use **Agreement for Laptop Use (Attachment A)** if you are purchasing the District obtained insurance which would allow your child to bring the Laptop home after school.
- Please use **Agreement for Laptop Use (Attachment B)** if your child will be permitted to use the Laptop at school only, because of one of the reasons stated in Paragraph 2(a), (b) or (c) found on the first page of Attachment B.
- Signing and returning either agreement indicates that your child agrees to abide by Administrative Regulation No. 224: **Care of School Property**, Board Policy 134: **District Provided Technology Resources: Student Use, Rights and Responsibilities**, Board Policy 137: **District Issued Laptops: Student Use, Rights and Responsibilities**, and the **Best Practice Guidelines for Use of Student Laptops** relating to the safe keeping and use of the "One-to-One" student laptops. The above Administrative Regulations and Board Policies are accessible on the District's website at <http://www.lmsd.org/departments/board/policies/index.aspx>. Additionally, paper copies of the Administrative Regulations and Board Policies are available upon request made to your child's school.

Refusal to Consent

In the event you or your child refuse to sign either Agreement for Use of Laptop A or B, the District will use its best efforts to make necessary accommodations for your child to ensure that your child's education is not adversely affected. Please refer to the enclosed Attachment D, entitled, "**Information for Parents/Guardians and Students Opting Out of One to One Laptop Initiative.**"

Goals of the "One-to-One" Student Laptop Initiative

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:

- Provide digital access for all students
- Support parents and guardians with tools, resources & strategies to manage technology use in their home.
- Prepare students with essential digital literacy skills to choose and use technology for learning.
- Create interdisciplinary connections through rigorous, engaging, and meaningful instructional strategies
- Promote and facilitate student critical thinking, creativity and innovation for lifelong learning
- Cultivate leadership, collaboration and team work through digital communication and productivity tools

Responsibility for Use of Laptops

Please review the following information to help ensure a productive school year.

1. The Laptop computers that will be issued to all high school students **are the property of Lower Merion School District.**
2. Students are responsible for the appropriate use of these Laptops both at school and at home.
3. Care of the Laptop is the student's responsibility.

4. Students are permitted to install software available through the Self-Service application installed on 1 to 1 Laptops.
5. If Laptops need repair or maintenance, students are to report to the Technology Center in their building.
6. Vandalism to any Laptop or accessory is strictly prohibited.
7. Students must present school issued picture ID when they bring their Laptop in or pick up from repair.
8. 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 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. If the Laptop is suspected to be stolen while off campus, then the student and/or parent/guardian must also make a report directly to the police.

Remote Access to Laptops by District Personnel

District Laptops are equipped with the ability to be accessed remotely in the following scenario:

1. In some instances it may be necessary for a LMSD 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 the access. The 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 District provided technology resources such as 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 District provided technology resources such as LMSD-Net or are stored in unauthorized software.

Best Practice Guidelines for Use of Student Laptops

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

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.

Students should also refer to the enclosed **Best Practice Guidelines for Use of Student Laptops**, and Board Policy 134: **District Provided Technology Resources: Student Use, Rights and Responsibilities**, and the Board Policy 137: **District-Issued Laptops: Student Use, Rights and Responsibilities**, available at <http://www.lmsd.org/departments/board/policies/index.aspx>. Any violations of either will be subject to discipline as outlined in the Harriton and Lower Merion Student Guide.

Insurance Information

Insurance is \$70.00 per student with a \$100.00 deductible for theft or damage. The deductible is charged for each loss and is in addition to the insurance payment. Families who participate in the Free and Reduced lunch program will have the option to forgo the insurance cost yet still have their student(s) Laptop covered under this insurance agreement. However, families in the Free and Reduced lunch program will be required to pay the deductible charge of \$100.00 for each theft, loss, or damage 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.

Payment for insurance is required prior to the issuance of the Laptop. Parents/guardians are encouraged to pay the \$70.00 insurance premium prior to the start of the school year through an online payment system at <http://www.lmsd.org/insurance>. Parents/guardians who choose not to utilize the online payment method can mail or deliver a check to the high school main office. Checks should be made payable to Lower Merion School District and include the student's ID number (example: s123456) in the memo field of the check to ensure the payment is correctly recorded. Please DO NOT send in cash for payment of laptop insurance. No uninsured Laptops are permitted off campus.

You may not substitute homeowners or other personal insurance for District-procured Laptop insurance.

If a student does not have Laptop insurance and the Laptop is lost, stolen or damaged while in that student's control, then the District reserves the right to hold the parent/guardians responsible for full replacement or repair cost.

Web Blocking Software

Although students are primarily responsible for the use of the Laptop and LMSD-Net, the District has installed blocking software on Laptops 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). An authorized administrator may disable the technology protection measure if needed for bona fide research or other lawful purpose.

Additional Questions?

Parent/guardian orientation sessions will be held at times and dates to be announced at your child's high school. Notices will be sent home to parents/guardians and published on the LMSD website at www.lmsd.org. Additional information can be found at www.lmsd.org/1to1.

Thank you for your continued cooperation and support. The One to One initiative represents an outstanding learning opportunity for our students.

Enclosures:

1. Two copies of Agreement for Laptop Use – Attachment A (If Laptop is to be taken home by student).
2. Two copies of Agreement for Laptop Use – Attachment B (If Laptop is to be used on-campus only).
3. Best Practice Guidelines for Use of Student Laptops
4. Information for Parents/Guardians and Students Opting Out of One-to-One Laptop Initiative