

Lower Merion High School

Excellence in Education

Enter to learn, go forth to serve

Sean Hughes, Principal

June 23, 2020

Dear Parents, Guardians, and Caregivers of Current 9th, 10th and 11th Grade Students:

Enclosed you will find specific information regarding guidelines, laptop insurance, and laptop distribution procedures for the 2020-2021 school year. Please be advised that this information is based on our plan for a fall return to school. We will continue to work closely with the Pennsylvania Department of Health and Pennsylvania Department of Education. We appreciate your patience and understanding at this time and will inform families of any changes made to these plans or timelines.

Once again, this year, we are **not** requiring the signing of the Agreement for Laptop Use for returning students. The signed form we have on file will be used for your child. However, if you choose to change your decision regarding the ability of your child to take the computer home, please contact Mr. Fadely at the number below and we will gladly send you a form.

To assist with the early distribution of laptop computers, we are offering students the opportunity to come to Lower Merion High School on **August 26, 2020** and **August 27, 2020** from **8am-12 pm, 1pm-4pm, and 5pm-8pm**, and **September 2, 2020** from **3pm-6pm** to pick up their computers.

To qualify for the early pick up, students must:

- a. Have proof of insurance premium payment
- b. Have NO outstanding debt from previous year's computer use
- c. Have successfully completed the Quia quiz on safe use and Policy 137.

(Directions for completing the Quia Quiz on Safe Use and Policy 137 are attached)

If students do not have computer access at home to complete the quiz, it may be taken at school when they come in to pick up their laptop. Laptops will only be distributed to the individual student. Parents and family members will not be able to pick up the laptop for the student. The student must be present at the time of distribution.

In an effort to complete the distribution of laptops to all students by September 10, 2020, we are asking that you submit the \$70.00 insurance premium in one of the two following ways:

1. During this environment we **strongly** encourage you to pay by My School Bucks online. Instructions can be found by going to www.lmsd.org/insurance.
2. If you are unable to pay using My School Bucks you may send the \$70.00 check/money order to Lower Merion High School. The check/money order should be payable to the **Lower Merion School District**. Please include your **child's full name** and **student ID number** in the memo line of the check/money order.

Students who follow Agreement for Laptop Use Attachment “B” (the computer stays at Lower Merion High School and does NOT go home) are welcome to, but are not required to, pay the insurance premium. However, students who elect not to purchase the insurance provided by the District will be financially 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 the laptop is stolen, they will be responsible to replace the laptop at its **full cost** if they have not purchased the insurance premium.

Families who receive notification that they qualify for the Free and Reduced Lunch Program for the 2020-2021 school year will have the option to forgo the insurance cost yet still have their student’s/students’ laptop covered under this insurance agreement and do not need to provide payment. Families will only have this option if they have received notification from the school district that they qualify for the Free and Reduced Lunch Program either by completing a new application online 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/Direct Certification Eligibility Letters. The Free and Reduced Application and the Waiver for Sharing Information with Other Programs are available on the LMSD.org Nutritional Services Page (<https://www.lmsd.org/departments/nutritional>) of the website.

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 at www.schoolcafe.com. 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 don’t apply (or re-apply), or who are denied eligibility to participate in this program will be required to pay the \$70 insurance premium.

Other helpful information regarding the One-to-One laptop initiative is available on the school district website at www.lmsd.org/1to1.

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

Thank you.

Sincerely,

Sean Hughes
Principal

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

Returning students who previously received a One-to-One Student Laptop (Laptop) are not required to submit an "Agreement for Laptop Use" Attachment A or B as a condition of receiving a Laptop during the upcoming academic school year. The Agreement for Laptop Use submitted previously will remain in effect for the new academic school year unless the parent or guardian wishes to change to a different agreement, which may be done at any time throughout the school year. The agreements for use of a laptop are available on the District's website and are described briefly below:

- **Agreement for Laptop Use (Attachment A)** – If you wish to change your current agreement to purchase the District obtained insurance which would allow your child to bring the Laptop home after school.
- **Agreement for Laptop Use (Attachment B)** – If you wish to change your current agreement to permit your child 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 Practices Guidelines" relating to the safe keeping and use of the "One-to-One" student laptops. If your child previously submitted a signed agreement, then he or she continues to be bound by the above Administrative Regulations, Board Policy and other documents. 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 has not previously signed and refuses 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 Attachment D, entitled, "*Information for Parents/Guardians and Students Opting Out of One-to-One Laptop Initiative*" located at <http://www.lmsd.org/departments/board/policies/index.aspx> for more information.

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 a Laptop needs 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 **Best Practice Guidelines for Use of Student Laptops**, enclosed, 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.

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

Enclosures:

1. Best Practice Guidelines for Use of Student Laptops
2. Quia Instructions

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 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.**

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- 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 is 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.

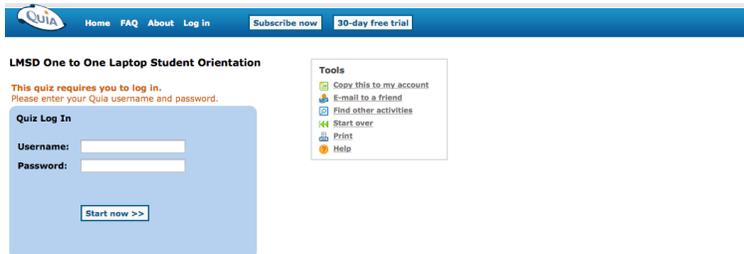
Laptop Orientation Quiz Instructions

Information about Quiz:

- You must receive a score of 90% or above to pass the quiz (23/25)
- You may take the quiz as many times as needed until you receive a passing score
- You may save your quiz and finish it at a later time

Quia Instructions:

- Go to: <https://tinyurl.com/lmlaptop20>
- You will be brought directly to the Quia login screen. (see image below)



- Enter your Quia log on information using the instructions below
 - **Username** – should be “first name + last name + 191” (example: if your name is Jane Smith, your username should be janesmith191).
 - **Password** – enter your 2019-20 network password
- Once you are logged in, click on the “1 to 1 Student Laptop Orientation 2020” class > on the next page click on the “Class web page” link.
- You will see a quiz called “LMSD One to One Laptop Student Orientation-2020-21” which contains a video along with questions. Watch the video by clicking on the red “Play” arrow.
- Once you have watched the video, take the quiz
- If you don’t finish it right away, you can save your progress and complete at a later time.
- After you have answered all the questions, click on the “Submit Answers” button at the bottom of the page. (See image below)



- After you submit, you will be brought to a results page where you can see which questions you have answered correctly/incorrectly and under that will be your final score.

Question 25	correct	1	1
Score: (96%)		24	25

- If you receive a 90% or above, you do not need to retake the quiz.
- If you receive below a 90%, you must retake the quiz until you receive a 90% or above. You can take the quiz as many times as needed.
- Quia questions: email Mrs. Hampton, hamptob@lmsd.org