

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

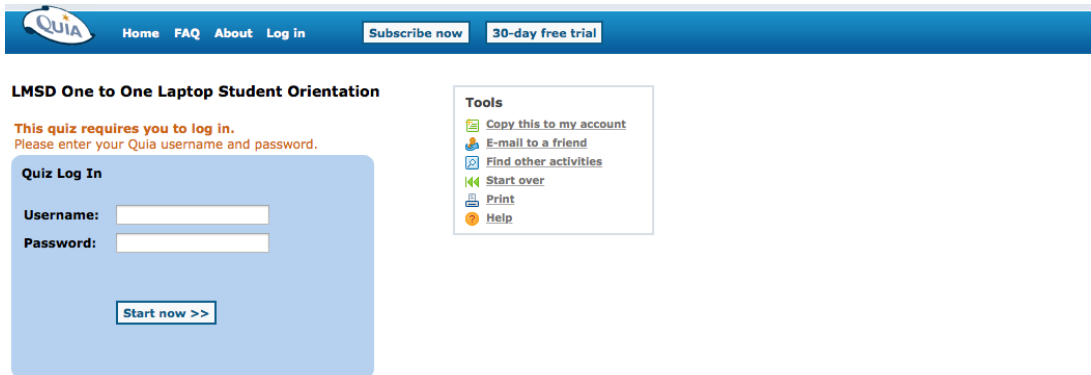
for Returning Students

Quiz Information

- You must earn a score of 23 or higher to pass the quiz.
- You may take the quiz as many times as needed until you earn a passing score.
- You may save your quiz and finish it at a later time.

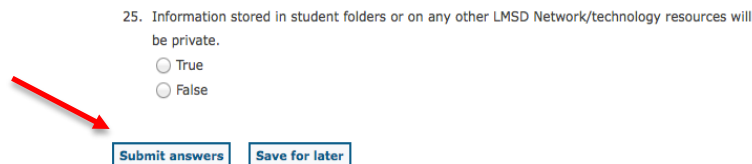
Instructions

1. Go to: <https://tinyurl.com/hhlaptop2020>
2. You will be brought directly to the login screen. See image below:



The screenshot shows the Quia website interface. At the top is a blue navigation bar with the Quia logo, links for Home, FAQ, About, and Log in, and buttons for 'Subscribe now' and '30-day free trial'. Below the navigation bar, the page title is 'LMSD One to One Laptop Student Orientation'. A message states 'This quiz requires you to log in. Please enter your Quia username and password.' To the left is a 'Quiz Log In' form with fields for 'Username:' and 'Password:', and a 'Start now >>' button. To the right is a 'Tools' menu with options: 'Copy this to my account', 'E-mail to a friend', 'Find other activities', 'Start over', 'Print', and 'Help'.

3. Log into Quia using the following:
 - **Username: first name + last name + 191**
Example: Jane Smith's username: janesmith191
 - **Password: your new 2020-21 network password**
*This is the same password you use to log into your laptop.
4. Click the link called *One to One Laptop Student Orientation 2020-21*.
5. Click the link called *Class web page*.
6. Locate the quiz called *One to One Laptop Student Orientation 2020-21*, which contains a video & questions. Watch the video by clicking on the red *Play* arrow.
7. Take the quiz. If you don't finish it right away, you can save your progress and complete at a later time.
8. Click the "Submit" button at the bottom of the page to submit your answers. See image below:



The screenshot shows a quiz question: '25. Information stored in student folders or on any other LMSD Network/technology resources will be private.' Below the question are two radio button options: 'True' and 'False'. At the bottom of the question area are two buttons: 'Submit answers' and 'Save for later'. A red arrow points from the left towards the 'Submit answers' button.

9. You will be brought to a results page where you can see your final score and the questions you answered correctly and/or incorrectly. If you earn a 23 or higher, you do not need to retake the quiz. If you earn below a 23, you must retake the quiz until you receive a score of 23 or higher. You can take the quiz as many times as needed.

Need Help?

Google Account questions: Submit a Helpdesk ticket at <https://helpdesk.lmsd.org> or call the public helpdesk at 610-645-1899 & leave a voicemail to ask for your Google password to be reset.

Quiz questions: Email Ms. Vogel at vogell@lmsd.org