

Lower Merion School District

Policy No.: 137
Section: PROGRAMS
Title: DISTRICT-ISSUED ELECTRONIC DEVICES:
STUDENTS USE, RIGHTS AND RESPONSIBILITIES
Date Adopted: 4/25/11
Date Last Reviewed: 2/20/18
Date Last Revised: 12/19/22; 1/25/21; 9/9/11

**137 DISTRICT-ISSUED ELECTRONIC DEVICES:
STUDENTS USE, RIGHTS AND RESPONSIBILITIES**

The Board recognizes the need to establish policy for student use of District-Issued Electronic Devices consistent with the educational mission of the District.

I. Definitions

LMSD-Net – refers to the District’s wide area network which permits the following uses, among others, by authorized students:

- a. Internet access;
- b. Network shared resources such as printers; and
- c. Network folder shares and backup folders.

Electronic Device – refers to any device that, among other things, can take photographs; that can record, store, transmit, receive, reproduce, initiate, or display audio or video data, calls, messages, images, or any other form(s) of communications; or that can connect to the internet; or that can process data or that can initiate applications. This definition includes all devices with voice, data, text, and/or navigation capabilities, those that perform word processing functions, and those that support computer and online applications (“apps”).

One-to One Electronic Device Initiative - the District initiative to provide designated students with access to a District-issued Electronic Device for use at home and school in connection with the District’s academic program.

System/Network Administrator - an information systems professional responsible for the day-to-day maintenance and upkeep of LMSD-Net.

System Integrity – refers to the maintenance of accurate and consistent information throughout the LMSD-Net.

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

Lower Merion School District

Policy No.: 137
Section: PROGRAMS
Title: DISTRICT-ISSUED ELECTRONIC DEVICES:
STUDENTS USE, RIGHTS AND RESPONSIBILITIES
Date Adopted: 4/25/11
Date Last Reviewed: 2/20/18
Date Last Revised: 12/19/22; 1/25/21; 9/9/11

Software maintenance – any software or configuration changes sent out to all District-Issued Electronic Devices, even if it only affects certain Electronic Devices, which is necessary for the maintenance and security of the LMSD-Net and to ensure that only authorized software is installed on the Electronic Devices.

II. Rules for District-Issued Electronic Devices

1. The Superintendent or designee shall provide formal written notification to District parents and guardians whose child is eligible to be issued an Electronic Device before the beginning of the school year containing information relating to the One-to-One Electronic Device Initiative and how it works, as well as information relating to other District policies regarding Electronic Device distribution and use. The form of notification shall be attached to the Administrative Regulation accompanying this Policy.
2. Required agreements.
 - a. Each student in grades 5-12 and the student’s parent or guardian of students in grades K-12 must sign an agreement for Electronic Device use setting forth the terms and conditions set forth in this and other policies and acknowledge receipt of guidelines for use of the Electronic Device. The agreement and guidelines shall be attached to the Administrative Regulation accompanying this Policy.
 - b. In the event that the parent/guardian or student refuses to sign the required agreement for Electronic Device use, the Superintendent or designee shall be responsible for ensuring that the District uses its best efforts to make necessary accommodations for the student to ensure that the student’s education is not adversely affected.
3. The restrictions set forth in Board Policy No. 134 (District-Provided Technology Resources), specifically those in the section of Policy 134 titled “Restrictions on Use of LMSD-Net and other District Provided Technology Resources” apply in their entirety to District-issued Electronic Devices, regardless of whether the student is connected to LMSD-Net.
4. In some instances, it may be necessary for a District information systems professional to access a District-Issued Electronic Device remotely to resolve a technical problem. If this is needed, the student’s permission must be documented before the remote access is performed. 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 and the reason for

Lower Merion School District

Policy No.: 137
Section: PROGRAMS
Title: DISTRICT-ISSUED ELECTRONIC DEVICES:
STUDENTS USE, RIGHTS AND RESPONSIBILITIES
Date Adopted: 4/25/11
Date Last Reviewed: 2/20/18
Date Last Revised: 12/19/22; 1/25/21; 9/9/11

access. If the Student does not wish to have the technical problem resolved remotely the student may decline the request for remote access and return the District-Issued Electronic Device to the Technician in their building. 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 District-Issued Electronic Device if the files are deemed to be a threat to the operation or security of the LMSD-Net or are stored in unauthorized software. The District will only implement remote access software that automatically creates a record of its activation.

5. At no time will any District employee look at or review the student's files stored on the District-Issued Electronic Device except as follows:
 - a. After the District-Issued Electronic Device 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 District-Issued Electronic Device and has prior notice and adequate opportunity to remove the student's files from the District-Issued Electronic Device.
 - 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 District-Issued Electronic Device and review student files. "Reasonable suspicion" means reasonable grounds exist 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 District-Issued Electronic Device remotely for the purpose of this subsection b. The District reserves the right to seek reimbursement from parents/guardians for the cost of a forensic search by a third party.
 - c. Pursuant to a consent form that clearly and conspicuously sets forth the ability of the District to access or review such files. This consent form shall be supplemental to the agreement for District-Issued Electronic Device use and must be approved by the Superintendent or designee prior to issuance to a parent, guardian or student.
 - 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.

Lower Merion School District

Policy No.: 137
Section: PROGRAMS
Title: DISTRICT-ISSUED ELECTRONIC DEVICES:
STUDENTS USE, RIGHTS AND RESPONSIBILITIES
Date Adopted: 4/25/11
Date Last Reviewed: 2/20/18
Date Last Revised: 12/19/22; 1/25/21; 9/9/11

- e. As disclosed in the request for permission for remote access provided to students pursuant to No. 4 above under “Rules for District-Issued Electronic Devices.”

III. Sanctions

A student’s failure to abide by the rules and regulations of this Policy will subject the student to the usual disciplinary procedures of the District as established in the applicable Student Code of Conduct or in District policies. In addition, the District may prohibit use of a District-issued Electronic Device outside of school, limit and/or prohibit use of a District-issued Electronic Device during the school day, and/or take appropriate legal action.

Parents, guardians and students may also be held financially responsible for all uninsured damage, loss or theft of the District-Issued Electronic Device while the Electronic Device is in the possession, custody or control of student.

IV. Reporting Electronic Devices Missing or Stolen

The procedure to be followed for reporting missing or stolen District-Issued Electronic Devices shall be outlined in the accompanying Administrative Regulation. Once the report is filed, the District may initiate the following procedures:

- a. Internet Protocol tracking may be used with review and approval of the Superintendent’s designee and prior notice to the parent/guardian and student for the sole purpose of retrieving the equipment.
- b. Available GPS technology may be used with review and approval of the Superintendent’s designee and prior notice to the parent/guardian and student for the sole purpose of retrieving the equipment.

At no time will the District-Issued Electronic Device camera be activated remotely nor will screen shots, audio, video or on-screen text be remotely monitored.

NOTE: The 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.

V. Delegation of Responsibility

The Superintendent shall establish Administrative Regulations ensuring:

Lower Merion School District

Policy No.: 137
Section: PROGRAMS
Title: DISTRICT-ISSUED ELECTRONIC DEVICES:
STUDENTS USE, RIGHTS AND RESPONSIBILITIES
Date Adopted: 4/25/11
Date Last Reviewed: 2/20/18
Date Last Revised: 12/19/22; 1/25/21; 9/9/11

- a. adequate and timely training in connection with use of District-Issued Electronic Devices of students to whom Electronic Devices are issued;
- b. periodic orientations for parents and guardians of students to whom Electronic Devices are issued by the District;
- c. procedure for reporting District-Issued Electronic Devices missing or stolen; and
- d. proper implementation of this Policy.

Cross References:

Board Policy 134 (District-Provided Technology Resources)
Board Policy 235 (Student Rights and Responsibilities)
Board Policy 351 (Employee Laptop Security Procedures and Training)
Board Procedure 009 (District-Issued Electronic Device Responsibility Chart)