

Lower Merion School District

Administrative Regulation No.

137

Section:

PROGRAMS

Title:

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

Date Adopted:

4/25/11

Date Last Revised:

10/6/23; 3/31/23; 12/19/22; 12/4/20; 2/9/18; 5/10/13

**R137 DISTRICT-ISSUED ELECTRONIC DEVICES:  
STUDENTS USE, RIGHTS AND RESPONSIBILITIES**

**I. Approved Forms**

Annually, written notification will be sent 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. This document will be prepared annually by the applicable Building Principals for approval by the Superintendent or designee.

**A. Forms**

• **Attachments A and B - Agreement for Electronic Device Use**

For students in Kindergarten through twelfth grade, an **Agreement for Electronic Device Use** must be signed by the student’s parent and returned to the District prior to the student being issued a District Electronic Device. For students in fifth through twelfth grade, the **Agreement for Electronic Device Use** must be signed by the student as well as the student’s parent. An Agreement for Electronic Device Use must only be signed once in a student’s career and also if there is a change in use from on-campus only to off-campus or from on and off-campus to just on-campus. Issuance of this **Agreement for Electronic Device Use** obviates the need for a separate **Acknowledgment of Receipt of Policy 134: District Provided Technology Resources** to be issued. There are two forms of the **Agreement for Electronic Device Use**:

- **Attachment A** is the form permitting Electronic Devices to be used off-campus.
- **Attachment B** is the form permitting Electronic Devices to be used on campus only.

• **Attachment C – Best Practice Guidelines for Use of Student Electronic Devices**

Attachment C constitutes the “**Best Practice Guidelines for Use of Student Electronic Devices**” required by Policy 137 to provide information to students and parents/guardians to encourage and facilitate responsible use of District-issued Electronic Devices. This document shall be posted on the District’s website.

• **Attachment D – Information for Parents/Guardians and Students Opting Out of Electronic Device Initiative**

Attachment D is the approved notification to be issued to parents, guardians and students who refuse to sign **Agreement for Electronic Device Use**. This document shall be posted on the District’s website.

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**II. Procedure for Reporting Electronic Devices Missing or Stolen**

If an Electronic Device is **missing or suspected stolen**, the student or, on their behalf, parent/guardian or staff member must report this immediately to the Assistant Principal in their building. To report an Electronic Device missing or stolen on campus during the school day, the individual reporting the incident must contact the Assistant Principal by phone, electronic mail or by visiting that office. To report an Electronic Device missing or stolen after school hours, the student must email [laptopfaq@lmsd.org](mailto:laptopfaq@lmsd.org) or leave a voice mail at 610-645-1925.

**III. Notice Regarding Blocking Software**

Website filtering as referenced in Policy 134 is a function of the LMSD network. The District is limited in its ability to filter material when a student accesses the Internet from a source other than the LMSD-Net and disclaims any responsibility for material accessed in that manner. Parents and guardians are advised to monitor web usage when the Electronic Device is used at home as appropriate. The LMSD “Best Practice Guidelines for Use of Student Electronic Devices” (Attachment C) is a good reference for this.

Any student who claims that they have been denied access to Internet material needed for bona fide research that is not obscene material, child pornography or other visual depictions deemed harmful to minors shall be afforded expedited review and resolution of this claim by making a written request to the teacher. The teacher shall forward the request via helpdesk ticket system to the appropriate curriculum supervisor who shall respond to the request within a reasonable time under the circumstances not to exceed five (5) days. Only the Superintendent or Director of Information Systems may authorize the disabling of the technology protection measure to permit the access.

**IV. Accommodations for Parents, Guardians and Students Who Refuse to Sign Agreement for Electronic Device Use**

In the event that the parent/guardian or student refuses to sign either form Agreement for Electronic Device Use (Attachments A and B), the building principal shall be responsible for ensuring that Attachment D is sent to the parent/guardian and 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.

**V. Information About Insurance and Other Charges**

Payment for insurance is required prior to the issuance of the Electronic Device for off-campus use. Students of parents and guardians who decline to pay the insurance premium will not be

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permitted to take their Electronic Device off-campus. The Electronic Devices are insured for theft and loss subject to an insurance deductible. Electronic Devices may be partially covered for damages by a manufacturer’s warranty. For those Electronic Devices not covered fully or at all by warranty, the District’s insurance covers some limited types of damage as well depending on the nature and extent of the damage. When an electronic device is damaged and the failure of the device is not the result of normal wear and tear or manufacturing defect, the District requires parents and guardians of students to pay an amount to partially offset the insurance deductible, the District’s internal costs of processing a warranty claim and conducting hardware repairs, or any insurance loss or damage not covered by warranty. The amount of this payment (“the Electronic Device Charge”) shall be established periodically by the Superintendent or Superintendent’s designee. Payment of the Electronic Device Charge is required prior to the issuance of a loaner or replacement Electronic Device for off-campus use.

Families who participate in the Free and Reduced lunch program will have the option to forgo the insurance premium cost yet still have their child’s Electronic Device covered under the District’s insurance and warranty agreements. However, families in the Free and Reduced lunch program will be required to pay the applicable insurance deductible for each theft or loss of an Electronic Device or the Electronic Device Charge for each damaged device and the failure of the device is not the result of normal wear and tear or manufacturing defect.

When an Electronic Device is issued to a student as the result of an IEP team determining, through the SETT process, that an Electronic Device is a necessary component of the student’s IEP, then the parent/guardian of the student is not required to pay the Electronic Device insurance premium. However, parents/guardians may be required to pay the applicable insurance deductible for each theft or loss of an Electronic Device or the Electronic Device Charge for each damaged device and the failure of the device is not the result of normal wear and tear or manufacturing defect.

Parents and guardians may not substitute homeowners or other personal insurance for District-procured Electronic Device insurance. If a student without Electronic Device insurance takes the Electronic Device off site and it is stolen or damaged, the District reserves the right to hold the parent/guardian responsible for full replacement or repair cost.

**VI. Modification or Customization of Electronic Devices**

Electronic Devices will only be modified or customized with District owned and approved software or hardware in accordance with 504 plans, Individualized Education Programs (IEP), or EL accommodations.

Students or parent/guardians requesting that an Electronic Device have its operating system

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reinstalled will be requested to explain the basis for their request. If the reason is system failure or other performance issue, a technician will try to replicate the issue before reinstalling the operating system.

Administrative permission to Electronic Devices will be maintained by designated Information Systems Department personnel.

**VII. Providing Electronic Devices to Students whose Electronic Devices have been Seized**

Students who have had their electronic device seized based upon reasonable suspicion that the student violated the law, school rules or District policies shall be permitted to use a loaner Electronic Device in school, but shall not be permitted to take the loaner off campus, unless required by laws pertaining to students with disabilities.

This Administrative Regulation shall be reviewed periodically to ensure that District practices remain current with technology then in place in the District.

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**R137 Attachment A - Agreement for Electronic Device Use (Version A)**

**AGREEMENT FOR USE OF ELECTRONIC DEVICE (VERSION A)  
FOR USE ON OR OFF CAMPUS**

\_\_\_\_\_ (hereinafter "STUDENT") and  
\_\_\_\_\_ (hereinafter "PARENT/GUARDIAN"),  
in exchange for the Lower Merion School District allowing STUDENT to use and possess the Electronic Device or any loaner or replacement Electronic Device provided as the discretion of the District ("Electronic Device"), hereby agree as follows:

1. STUDENT and PARENT/GUARDIAN acknowledge the following Administrative Regulations and Board Policies, which are accessible on the District's website at <http://www.lmsd.org/departments/board/policies/index.aspx>: Administrative Regulation No. 235-2 *Student Rights and Responsibilities*, Board Policy No. 134 *District Provided Technology Resources* and Board Policy No. 137 *District-Issued Electronic Devices* and acknowledge that they understand their applicability and agree to abide by the procedures, regulations and other rules set forth in them and in this Agreement. If STUDENT and/or PARENT/GUARDIAN would like a paper copy of the above Administrative Regulations and Board Policies they can contact the school office to make a request and paper copies will be provided.
2. In return for the District permitting STUDENT to take the Electronic Device off-campus, PARENT/GUARDIAN agrees to pay the insurance premium defined in Administrative Regulation No. 137 prior to the start of the school year. Costs are subject to change on an annual basis and may vary by issued device. The District will inform PARENT/GUARDIAN annually of the cost of insurance premium. The insurance premium, but not the deductible or Electronic Device Charge, will be waived for any family that participates in the Free and Reduced lunch program upon request or for any electronic device issued to a student resulting from IEP SETT process. However, parents/guardians may be required to pay the applicable deductible charge for each loss or theft of an Electronic Device or the Electronic Device Charge for each damaged device and the failure of the device is not the result of normal wear and tear or manufacturing defect. PARENT/GUARDIAN may not substitute homeowners or other personal insurance for District-procured Electronic Device insurance. PARENT/GUARDIAN and STUDENT accept all uninsured financial responsibility with respect to damage, loss or theft of the Electronic Device while the Electronic Device is in the possession, custody or control of STUDENT.
3. In some instances, it may be necessary for a school Information Systems Department professional to access the Electronic Device remotely to resolve a technical problem. If this is needed, STUDENT will be asked for permission before the remote access is performed. 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 Electronic Device to the technician

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in their building at their opportunity. STUDENT will not be asked for permission prior to remote software or configuration changes sent out to all Electronic Devices that are necessary for the maintenance and security of the LMSD-Net and to ensure that only authorized software is installed on the Electronic Devices. Such software maintenance may involve the correction of altered code or programming and in some cases may remove files from the 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.

4. STUDENT will not permit individuals, other than District administrators or teachers to access the Electronic Device. STUDENT shall not use or allow the Electronic Device to be used:
  - a. For the posting or distribution of information that:
    - i. is harmful or prejudicial to students; for example, materials which are libelous and obscene as defined by the law of the Commonwealth of Pennsylvania or the United States;
    - ii. constitutes bullying (including cyber-bullying) or otherwise fosters disruptiveness among the students so as to interfere with the learning environment of the school district;
    - iii. threatens immediate harm to the welfare of the school community or any individual;
    - iv. discriminates against any segment of the student body or interferes with another's individual rights;
    - v. encourages and abets unlawful activity; or
    - vi. violates the separation of church and state.
  - b. for illegal activity, including the violation of copyright laws;
  - c. to create, distribute, access or obtain pornographic materials;
  - d. to intentionally cause damage to hardware, software or data;
  - e. to gain or attempt to gain access to restricted material or systems;
  - f. for gambling;
  - g. for nonschool-related purposes on more than an incidental basis;
  - h. to bypass the District's security controls; and/or
  - i. to otherwise violate school rules.
5. STUDENT and PARENT/GUARDIAN understand and agree that (a) the Electronic Device is at all times the property of the District; and (b) STUDENT has no right to disable or modify any hardware or software installed on the Electronic Device or to install new or additional programs or uninstall existing software programs on the Electronic Device. Students are permitted to install software available through the Self-Service application installed on 1 to 1 Macbook laptops.
6. STUDENT and PARENT/GUARDIAN understand and agree that the Electronic Device is deemed to be in the custody of STUDENT from the time STUDENT receives the Electronic

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Device until the time the Electronic Device is returned to the designated School representative. If the Electronic Device is lost, damaged or stolen, PARENT/GUARDIAN and STUDENT will immediately advise the Assistant Principal of the incident and all relevant information. The PARENT/GUARDIAN and STUDENT signatures below constitutes prior notification that:

- a) Internet Protocol tracking may be used with review and approval of the Superintendent's designee for the sole purpose of retrieving the equipment; and
- b) Available GPS technology may be used with review and approval of the Superintendent's designee for the sole purpose of retrieving the equipment;

until the Electronic Device is actually located by the District or until PARENT/GUARDIANS or STUDENT provide written notification that the Electronic Device is no longer missing.

7. STUDENT and PARENT/GUARDIAN understand and agree that they are not to attempt any repairs/services on the Electronic Device and that damaged Electronic Devices must be returned to a technician in their building for repair/service.
8. In the event that the Electronic Device is lost, stolen, or damaged in the custody of STUDENT, then STUDENT and PARENT/GUARDIAN agree that they are responsible to the District for the cost to repair or replace the Electronic Device. If the claim is covered by the applicable District insurance policy, then STUDENT and PARENT/GUARDIAN shall only be responsible to pay the applicable deductible charge for each loss or theft of an Electronic Device or the Electronic Device Charge for each damaged device and the failure of the device is not the result of normal wear and tear or manufacturing defect. When a device is lost or stolen off campus, the student or parent/guardian must report the lost or stolen device to the police department where the device was lost or stolen. The student or parent/guardian must obtain a copy of the police report and submit it to the appropriate assistant principal. Further, the student or parent/guardian must provide a written narrative explanation of the event(s) resulting in the loss or stolen laptop condition. Both the police report and the written narrative explanation must be submitted to the appropriate assistant principal within 10 days of the device becoming lost or stolen and both documents will be submitted to the insurance company.

When a device is lost or stolen on campus, the appropriate assistant principal will report the incident to the police and obtain a police report. Further, the student must provide a written narrative explanation of the event(s) resulting in the loss or stolen laptop condition. Both the police report and the narrative explanation of the incident resulting the lost or stolen device will be submitted to the insurance company.

A System/Network Administrator will use approved, available technology to attempt to remotely lock or disable a reported missing or stolen device.

In the event the laptop is damaged and requires escalation for repair, the student will

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submit a narrative explanation of how the device became damaged.

9. STUDENT understands and agrees that at the end of the school year and upon request of an Administrator, STUDENT must return the Electronic Device to the District in the same condition that the Electronic Device was originally provided to STUDENT, ordinary wear and tear excepted.
10. STUDENT and PARENT/GUARDIANS understand and consent that the District may look at or review STUDENT'S files stored on the Electronic Device under the following circumstances:
  - a. After the Electronic Device has been returned by STUDENT to the District:
    - i. At the end of a school year; or
    - ii. Any other time STUDENT is required to permanently return the Electronic Device and has prior notice and adequate opportunity to remove STUDENT'S files from the Electronic Device.
  - b. If the District has a reasonable suspicion that STUDENT is violating District rules or policies, authorized District administrators may take custody of the Electronic Device 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 an Electronic Device remotely for the purpose of this subsection b.
  - c. Pursuant to a signed consent form or documented verbal agreement by a parent/guardian that clearly and conspicuously sets forth the ability of the District to access or review such files. This consent form shall be supplemental to this Agreement for Electronic Device Use.
  - d. Teachers and other school personnel may provide assistance to STUDENT in locating STUDENT'S files in the presence of and at the request of STUDENT.
  - e. As disclosed in the request for permission for remote access provided to STUDENT if STUDENT requests that a District Information Systems Department professional access STUDENT'S Electronic Device remotely to resolve a technical problem.
11. STUDENT and PARENT/GUARDIAN understand and agree that the District has the ability to collect, track and store IP addresses to identify technology devices, including Electronic Devices, using and communicating over the District's network. The District reserves the right to utilize IP address information it obtains for troubleshooting and investigative



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purposes.

12. STUDENT and PARENT/GUARDIAN understand and agree that if the District determines that STUDENT failed to adequately care for the District’s electronic device or violates District rules or policies, then the District may terminate STUDENT’S ability to use the electronic device outside of school or even STUDENT’S ability to use the electronic device at all. If the District determines that STUDENT acted with intent to damage the District’s property, then, in addition to any other available remedies, the District may refer the matter for appropriate civil, criminal and/or juvenile proceedings.

Parent/Guardian Signature:	Student Signature:
Print Name:	Print Name:
Address:	Address:
Telephone:	Telephone:

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**R137 Attachment B - Agreement for Electronic Device Use (Version B)**

**AGREEMENT FOR USE OF ELECTRONIC DEVICE (VERSION B) – ON CAMPUS ONLY**

(hereinafter "STUDENT") and  
(hereinafter "PARENT/GUARDIAN"), in exchange for the Lower Merion School District allowing STUDENT to use and possess the Electronic Device, or any loaner or replacement Electronic Device provided at the discretion of the District ("Electronic Device"), hereby agree as follows:

1. STUDENT and PARENT/GUARDIAN acknowledge the following Administrative Regulations and Board Policies, which are accessible on the District's website at <http://www.lmsd.org/departments/board/policies/index.aspx>: Administrative Regulation No. 235-2 *Student Rights and Responsibilities*, Board Policy No. 134 *District Provided Technology Resources* and Board Policy No. 137 *District-Issued Electronic Devices* and acknowledge that they understand their applicability and agree to abide by the procedures, regulations and other rules set forth in them and in this Agreement. If STUDENT and/or PARENT/GUARDIAN would like a paper copy of the above Administrative Regulations and Board Policies they can contact the school office to make a request and paper copies will be provided.
2. STUDENT understands that the Electronic Device may not be removed from the school where STUDENT is attending as a result of one or more of the following:
  - a. PARENT/GUARDIAN has exercised their option to not authorize off-campus use of the Electronic Device by STUDENT;
  - b. PARENT/GUARDIAN has declined the option of purchasing District-procured Electronic Device insurance prior to the start of the school year; or
  - c. STUDENT has had Electronic Device privileges limited to on-campus use because of previous violations of school rules or District policy or repeated damage to Electronic Devices previously issued to STUDENT.
3. PARENT/GUARDIAN may not substitute homeowners or other personal insurance for District-procured Electronic Device insurance.
4. PARENT/GUARDIAN and STUDENT acknowledge and understand that if STUDENT takes the Electronic Device off site and it is stolen or damaged, the District reserves the right to hold the PARENT/GUARDIAN responsible for full replacement or repair cost. PARENT/GUARDIAN and STUDENT accept all financial responsibility with respect to damage, loss or theft of the Electronic Device while the Electronic Device is in the possession, custody or control of STUDENT.

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When a device is lost or stolen off campus, the student or parent/guardian should immediately report the lost or stolen device to the police department where the device was lost or stolen. The student or parent/guardian must obtain a copy of the police report and submit it to the appropriate assistant principal. Further, the student or parent/guardian must provide a written narrative explanation of the event(s) resulting in the loss or stolen laptop condition. Both the police report and the written narrative explanation must be submitted to the appropriate assistant principal within 10 days of the device becoming lost or stolen.

When a device is lost or stolen on campus, the appropriate assistant principal will report the incident to the police and obtain a police report. Further, the student must provide a written narrative explanation of the event(s) resulting in the loss or stolen laptop condition. Both the police report and the narrative explanation of the incident resulting the lost or stolen device.

A System/Network Administrator will use approved, available technology to attempt to remotely lock or disable a reported missing or stolen device.

In the event the laptop is damaged and requires escalation for repair, the student will submit a narrative explanation of how the device became damaged.

5. In some instances, it may be necessary for a school Information Systems Department professional to access the Electronic Device remotely to resolve a technical problem. If this is needed, the STUDENT will be asked for permission before the remote access is performed. 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 Electronic Device to the Technology Center in their building at their opportunity. STUDENT will not be asked for permission prior to remote software or configuration changes sent out to all Electronic Devices that are necessary for the maintenance and security of the LMSD-Net and to ensure that only authorized software is installed on the Electronic Devices. Such software maintenance may involve the correction of altered code or programming and in some cases may remove files from the 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.
6. STUDENT will not permit individuals, other than District administrators or teachers to access the Electronic Device. STUDENT shall not use or allow the Electronic Device to be used:
  - a. For the posting or distribution of information that:
    - i. is harmful or prejudicial to students; for example, materials which are libelous and obscene as defined by the law of the Commonwealth of Pennsylvania or the United States;
    - ii. constitutes bullying (including cyber-bullying) or otherwise fosters disruptiveness among the students so as to interfere with the learning

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- environment of the school district;
  - iii. threatens immediate harm to the welfare of the school community or any individual;
  - iv. discriminates against any segment of the student body or interferes with another's individual rights;
  - v. encourages and abets unlawful activity; or
  - vi. violates the separation of church and state.
  - b. for illegal activity, including the violation of copyright laws;
  - c. to create, distribute, access or obtain pornographic materials;
  - d. to intentionally cause damage to hardware, software or data;
  - e. to gain or attempt to gain access to restricted material or systems;
  - f. for gambling;
  - g. for nonschool-related purposes on more than an incidental basis;
  - h. to bypass the District's security controls; and/or
  - i. to otherwise violate school rules.
7. STUDENT and PARENT/GUARDIAN understand and agree that (a) the Electronic Device is at all times the property of the District; and (b) STUDENT has no right to disable or modify any hardware or software installed on the Electronic Device or to install new or additional software programs or uninstall existing software programs on the Electronic Device. Students are permitted to install software available through the Self-Service application installed on 1 to 1 MacBook laptops.
8. STUDENT and PARENT/GUARDIAN understand and agree that if the Electronic Device is lost, damaged or stolen, then they will immediately advise the Assistant Principal of the incident and all relevant information. The PARENT/GUARDIAN and STUDENT signatures below constitute consent for the District to utilize Internet Protocol tracking until the Electronic Device is actually located by the District or until PARENT/GUARDIANS or STUDENT provide written notification that the Electronic Device is no longer missing.
9. STUDENT and PARENT/GUARDIAN understand and agree that they are not to attempt any repairs/services on the Electronic Device and that damaged Electronic Devices must be returned to a technician in their building for repair/service.
10. In the event that the Electronic Device is lost, damaged or stolen while in the custody of STUDENT, then STUDENT and PARENT/GUARDIAN agree that they are responsible to the School District for the cost to repair/replace the Electronic Device.
11. STUDENT understands and agrees that STUDENT is responsible for returning the Electronic Device to the designated school representative at the end of each school day and for retrieving the Electronic Device at the beginning of each school day in the same condition that the Electronic Device was originally provided to STUDENT, ordinary wear and tear excepted.

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12. If STUDENT fails to return the Electronic Device at the end of a school day, then STUDENT must return the Electronic Device at the next time the designated school representative is available. STUDENT may be required to pay the insurance fee or obtain a waiver of such payment and PARENT/GUARDIAN and STUDENT may be required to execute the appropriate user agreement prior to having the Electronic Device returned and/or STUDENT may be subject to discipline if STUDENT fails to return the Electronic Device at the end of each school day.
13. STUDENT and PARENT/GUARDIANS understand and consent that the District may look at or review STUDENT'S files stored on the Electronic Device under the following circumstances:
- a. After the Electronic Device has been returned by STUDENT to the District:
    - i. At the end of a school year; or
    - ii. Any other time STUDENT is required to permanently return the Electronic Device and has prior notice and adequate opportunity to remove STUDENT'S files from the Electronic Device.
  - b. If the District has a reasonable suspicion that STUDENT is violating District rules or policies, authorized District administrators may take custody of the Electronic Device and review STUDENT'S files. "Reasonable suspicion" means reasonable grounds exists that the search will uncover evidence that 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 Electronic Device remotely for the purpose of this subsection b.
  - c. Pursuant to a signed consent form or documented verbal agreement by a parent/guardian that clearly and conspicuously sets forth the ability of the District to access or review such files. This consent form shall be supplemental to this Agreement for Electronic Device Use.
  - d. Teachers and other school personnel may provide assistance to STUDENT in locating STUDENT'S files in the presence of and at the request of STUDENT.
  - e. As disclosed in the request for permission for remote access provided to STUDENT if STUDENT requests that a District Information Systems Department professional access STUDENT's Electronic Device remotely to resolve a technical problem.
14. STUDENT and PARENT/GUARDIAN understand and agree that the District has the ability to collect, track and store IP addresses to identify technology devices, including Electronic

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Devices, using and communicating over the District’s network. The District reserves the right to utilize IP address information it obtains for troubleshooting and investigative purposes.

- 15. STUDENT and PARENT/GUARDIAN understand and agree that if the District determines that STUDENT failed to adequately care for the District’s electronic device or violates District rules or policies, then the District may terminate STUDENT’S ability to use the electronic device. If the District determines that STUDENT acted with intent to damage the District’s property, then, in addition to any other available remedies, the District may refer the matter for appropriate civil, criminal and/or juvenile proceedings.
  
- 16. STUDENT and PARENT/GUARDIAN acknowledge receipt of the attached notification regarding accommodations for STUDENTS who lack access to their Electronic Device outside of school.

Parent/Guardian Signature:	Student Signature:
Print Name:	Print Name:
Address:	Address:
Telephone:	Telephone:

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Administrative Regulation No. 137  
Section: PROGRAMS  
Title: DISTRICT-ISSUED ELECTRONIC DEVICES:  
STUDENTS USE, RIGHTS AND RESPONSIBILITIES  
Date Adopted: 4/25/11  
Date Last Revised: 10/6/23; 3/31/23; 12/19/22; 12/4/20; 2/9/18; 5/10/13

**R137 Attachment C - Best Practice Guidelines for Use of Student Electronic Devices**

**Electronic Device** – refers to an Electronic Device 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 Electronic Device both at school and at home. The Electronic Devices are for students for educational purposes. All commercial, illegal, unethical and inappropriate use of these Electronic Devices 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 Electronic Devices.
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 Electronic Device is the express responsibility of the student and should not interfere with Electronic Device usage or school related work.
4. Only LMSD licensed or approved software is to be installed on the Electronic Devices.
5. Do not loan your Electronic Device to anyone, and do not share your “user name” or “password”.
6. Always keep track of your Electronic Device and take reasonable precautions to keep it safe.
  - a. If you place your Electronic Device in your locker make sure it is completely closed and locked.
  - b. Since your backpack will be the primary storage for your Electronic Device make sure that you never leave your backpack unattended.
  - c. It is recommended that a backpack with a dedicated Electronic Device pocket or sleeve be purchased for storing and carrying the Electronic Device.
7. Do not remove the protective case provided with the Electronic Device. Should the protective case become damaged, please consider purchasing a new case for the

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Electronic Device.

8. Do not place the power cord or adapter against the Electronic Device 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 Electronic Device Charge that you will pay)
10. When leaving for home, shutdown down your Electronic Device and the same is true when leaving for school, shutdown your Electronic Device.
11. If you notice that your Electronic Device 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:



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- i. Be polite and courteous. Leave offensive text (i.e. curse words, insults, etc.) out of blog entries and comment postings to friends.
  - 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. **A Student who believes that file(s) were removed in error may submit a written complaint to the 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**

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- d. **Files saved in a student folder on LMSD-Net maybe accessed outside of school by browsing myfiles.lmsd.org.**
- e. It is recommended that you copy and erase any important information from your Electronic Device 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 an Electronic Device.
- f. Information on your Electronic Device 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 Electronic Device caused by any personal device you connect to the Electronic Device.

**Remember, your Electronic Device 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 Electronic Devices. Students should also refer to Policy Nos. 134 *LMSD-Net: Student Use, Rights and Responsibilities* and 137 *District-Issued Electronic Devices: 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 Electronic Devices 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 Electronic Device in a manner that violates school rules or District policies, you are encouraged to report this to your Assistant Principal.

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**R137 Attachment D**

**Information for Parents/Guardians and Students Opting Out of One-to-One  
Electronic Device Initiative**

The One-to-One Electronic Device Initiative is designed to provide students with 21st Century learning environments both at home and in school, and to give all students access to technology resources. Lower Merion School District seeks to create a learning environment that fosters deeper cognitive development through inquiry, real and relevant project-based learning, and differentiated instruction – all supported by continuous access to digital technologies. The One-to-One Electronic Device Initiative provides students with the ability to work on projects and research both at school and at home by providing 24/7 access to the software that they use in school. We believe that the Electronic Device is an essential tool to assist students in thinking critically, analyzing data, solving real world problems and publishing their work.

In the event that the parent/guardian of a student, or the student themselves if the student is over 18, decline to participate in the One-to-One Electronic Device Initiative by refusing to sign an Agreement for Electronic Device Use, the building principal shall be responsible for making necessary accommodations for the student to ensure that the student’s education is not adversely affected. Such accommodations may include access to printed resources and access to building based electronic devices in areas such as Libraries and Help Centers.

All accommodations will be made on an individualized basis. The District does not guarantee that all accommodations will be provided to all students who do not participate in the One-to-One Electronic Device Initiative.

Please contact your building principal with any questions.