

## Lower Merion School District

Policy No.:	137
Section:	PROGRAMS
Title:	DISTRICT-ISSUED LAPTOPS: STUDENTS USE, RIGHTS AND RESPONSIBILITIES
Date Adopted:	4/25/11
Date Last Reviewed:	2/20/18
Date Last Revised:	1/25/2021; 9/9/11

### **137 DISTRICT-ISSUED LAPTOPS: STUDENTS USE, RIGHTS AND RESPONSIBILITIES**

The Board recognizes the need to establish policy for student use of District-Issued Laptops 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.

***Laptop*** – refers to an identified macOS or Windows OS-laptop issued by the District to a specific District student for use in connection with the District’s academic program. This includes, but is not limited to, laptops issued by the District in connection with the One-to One Laptop Initiative, academic programs, Individualized Education Programs and Service Agreements for identified students with special needs, and other educational purposes.

**One-to One Laptop Initiative** - the District initiative to provide designated students with access to a District-issued macOS or Window OS Laptop computer 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 Laptops*** – a situation where a District employee or agent, using client management software, accesses a Laptop 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 Laptop, does not constitute remote access of the Laptop. Remote access of Laptops does not include voluntary participation by the student or other user in web conferences or other web-based activities.

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

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### II. Rules for District Issued Laptops

1. The Superintendent or designee shall provide formal written notification to District parents and guardians whose child is eligible to be issued a Laptop before the beginning of the school year containing information relating to the One-to-One Laptop Initiative and how it works. The form of notification shall be attached to the Administrative Regulation accompanying this Policy.
2. Each student and the student's parent or guardian must sign an agreement for Laptop use setting forth the terms and conditions set forth in this and other policies and acknowledge receipt of guidelines for use of the Laptop. The agreement and guidelines shall be attached to the Administrative Regulation accompanying this Policy.
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 Laptops, 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 Laptop 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 access. 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 Laptop to the Technology Center in their building at their opportunity. 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 Laptop 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 Laptop except as follows:
  - a. After the Laptop has been returned by the student to the District:
    - i. At the end of a school year; or

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- ii. Any other time the student is required to permanently return the Laptop and has prior notice and adequate opportunity to remove the student's files from the Laptop.
  - 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 Laptop 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 Laptop 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 Laptop 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.
  - e. As disclosed in the request for permission for remote access provided to students pursuant to No. 4 above under "Rules for District-Issued Laptops."
6. In the event that the parent/guardian or student refuses to sign the required agreement for Laptop 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.

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### **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 Laptop outside of school, limit and/or prohibit use of a District-issued Laptop 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 Laptop while the Laptop is in the possession, custody or control of student.

### **IV. Reporting Laptops Missing or Stolen**

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

- a. Activate Internet Protocol tracking may be used with parent/guardian and student consent for the sole purpose of retrieving the equipment.
- b. At no time will the Laptop 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:

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

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**Cross References:**

Board Policy 134 (District-Provided Technology Resources)  
Board Policy 224 (Care of School Property)  
Board Policy 235 (Student Rights and Responsibilities)  
Board Policy 390 (Employee Laptop Security Procedures and Training)  
Board Procedure 009 (District-Issued Laptop Responsibility Chart)