

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 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.