

Lower Merion School District

Policy No.: 134
Section: PROGRAMS
Title: LMSD-NET
AND DISTRICT-ISSUED LAPTOPS:
STUDENT USE, RIGHTS AND RESPONSIBILITIES
Date Adopted: 7/15/96
Date Last Revised: First Reading for Revision: 7/19/10; 3/7/05; 10/22/01

134 LMSD-NET AND DISTRICT-ISSUED LAPTOPS: STUDENT USE, RIGHTS AND RESPONSIBILITIES

The Board of School Directors recognizes the need to establish regulations for student use of the Lower Merion School District Wide Area Network (LMSD-Net) and District-Issued Laptops consistent with the educational mission of the school district.

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.

The LMSD-Net is to be used to provide access to information beyond that which is available in school district libraries, to expand the research capabilities of students, and to promote the exchange of educational ideas and information. The LMSD-net is accessible by students at home and at school.

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

“The One-to One Laptop Initiative” - the District initiative to provide every high school student with access to a District-issued Laptop computer. The major goals of this initiative are to provide students with 21st Century learning environments both at home and in school, and to give all students access to technology resources.

Network Administrator - an Information System 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 – means a situation where a District employee or agent, using client management software, accesses a Laptop in the 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.

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Remote access of Laptops does not include voluntary participation by the Student or other user in webconferences, chat rooms or other web-based activities.

Software maintenance- means 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.

Student Responsibilities for Use of LMSD-Net

1. Students will have access to the resources of the LMSD-Net and the Internet provided they comply with rules and restrictions established by this policy and any policy, procedure, regulation or other rule established by the District.
2. Students must complete the designated LMSD-Net and Internet training prior to unsupervised use of the LMSD-Net.
3. Each student and the student's parent or guardian must periodically sign and return to the District a form acknowledging receipt and acceptance of the terms in the Acceptable Use Policy (AUP). The Administrative Regulation accompanying this Policy shall include this form and set forth the occasions during a student's academic career with the District when this form must be submitted.
4. Students will be responsible for their own behavior when using the LMSD-Net, consistent with the educational purpose outlined in the AUP guidelines.
5. Students, parents, guardians and employees of the District are jointly responsible for ensuring the educational value of the information and resources which are accessed, stored on and published via the LMSD-Net.
6. LMSD-Net security is designed to allow access to selected areas by designated users only. The LMSD-Net network administrator may review files and communications to maintain system integrity and ensure that students are using the system in accordance with applicable District policies. **Students and other LMSD-Net users should not expect that student folders or other information stored on the LMSD-Net will be private. Students have no expectation of privacy in any material or information stored on, created on, accessed through or transmitted through LMSD-Net.**

Restrictions

The LMSD-Net shall not be used:

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1. For the posting or distribution of information that:
 - a. 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;
 - b. Constitutes bullying (including cyber-bullying) or otherwise fosters disruptiveness among the students so as to interfere with the learning environment of the school district;
 - c. Threatens immediate harm to the welfare of the school community or any individual;
 - d. Discriminates against any segment of the student body or interferes with another's individual rights;
 - e. Encourages and abets unlawful activity;
 - f. Violates the separation of church and state.
2. For illegal activity, including the violation of copyright laws;
3. To create, distribute, access or obtain pornographic materials;
4. To intentionally cause damage to hardware, software or data;
5. To gain or attempt to gain access to restricted material or systems;
6. For gambling;
7. For nonschool-related purposes on more than an incidental basis; and
8. To otherwise violate school rules or District policies.

Disclaimers

1. The Superintendent shall implement a program which educates students about the risks and consequences associated with the use of the LMSD-Net.
2. Although students are primarily responsible for the use of the LMSD-Net in accordance with the above restrictions, the District shall use blocking software designed to protect students from obscene material, child pornography and other visual depictions deemed harmful to minors (as defined by the Children's Internet Protection Act) on the Internet. The Superintendent or designee may disable the technology protection measure if needed for bona fide research or other lawful purpose. A student claiming that he or she has been denied access by this policy to Internet material that is not within the prohibitions of this

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policy shall be afforded expedited review and resolution of this claim as set forth in Administrative Regulation.

3. The District and its employees are not responsible for any damages incurred as the result of the use of the LMSD-Net, including but not limited to the loss of data stored on the LMSD-Net, or the loss of personal property used to access the LMSD-Net.
4. The District will not be responsible for unauthorized financial obligations incurred through the use of the LMSD-Net.
5. LMSD-Net security is designed to allow access to selected areas by designated users only; however, the LMSD-Net network administrator may review files and communications to maintain system integrity and ensure that students are using the system responsibly.
6. Students and other LMSD-Net users should not expect that files or other information stored on the LMSD-Net will be private.
7. The District will not be responsible for the accuracy, nature or quality of information stored on the LMSD-Net or gathered through Internet access.

Special 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 Program 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 acknowledging 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 above for LMSD-Net apply in their entirety to Laptops whether or not the student is connected to LMSD-Net.
4. In some instances it may be necessary for a District Information Systems professional to access the 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. However, a student does not need to be asked for

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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.

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
 - 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 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 a Laptop remotely for the purpose of this subsection b.
 - c. Pursuant to a signed 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 prior to issuance to a parent, guardian or student.
6. In the event that the parent/guardian or student refuse 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.
7. The Superintendent shall establish regulations ensuring:
 - a. adequate and timely training in connection with use of Laptops of students to whom Laptops are issued; and
 - b. periodic orientations for parents and guardians of students to whom Laptops are issued.

Sanctions

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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. Students may also have access to their Laptop limited to use during the school day.

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.

Delegation of Responsibility

The Superintendent of schools shall create guidelines which describe how the policy will be implemented.

Cross references:

Administrative Regulation No. 134, *LMSD-Net and District-Issued Laptops: Student Use, Rights and Responsibilities*
Policy No. 224, *Care of School Property*
Policy No. 249, *Bullying*
Policy No. 325, *Student Rights and Responsibilities*
Policy and Administrative Regulation No. 390, *Employee Laptop Security Procedures and Training*
Policy No. 893, *Remote Access, Monitoring and Tracking of District-Issued Laptops*
Local Board Procedures No. 008, *One-to One Laptop Responsibility Chart*