

PENN MANOR SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: DISTRICT-ISSUED LAPTOPS:
STUDENT USE, RIGHTS, AND
RESPONSIBILITIES

ADOPTED: August 19, 2013

REVISED: April 20, 2015

	<p style="text-align: center;">815.2. DISTRICT-ISSUED LAPTOPS: STUDENT USE, RIGHTS, AND RESPONSIBILITIES</p> <p>1. Purpose The Board continuously cultivates a culture of learning to better prepare students for life after high school. Educational technologies are central to this mission. To that end, the Board has decided to issue District-owned laptops to all high school students. The Board’s vision is that all students will use technology to energize personal intellectual development and construct knowledge for college, careers and beyond. The Board also recognizes, however, that with the issuance and use of District laptops, new rules must be established to ensure that such use is consistent with the District’s educational mission.</p> <p>2. Authority The Board, therefore, adopts this policy to establish reasonable rules relating to the issuance, care, use and monitoring of District laptops issued to students.</p> <p>3. Definitions The following definitions shall apply for purposes of this policy:</p> <p><i>PMSD Net</i> – refers to the District’s wide area network which permits the following uses, among others, by authorized students:</p> <ol style="list-style-type: none"> 1. Internet access; 2. Network shared resources, such as printers; and 3. Network folder shares and back up folders. <p><i>District laptop</i> – 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 Program, Individualized Education Programs, Service Agreements for identified students with special needs, and other educational purposes.</p> <p><i>One-to-One Laptop Program</i> – the program launched to provide all Penn Manor students with a District laptop for use in connection with the School District academic program.</p>
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<p>4. Guidelines</p>	<p><i>Network Administrator</i> – an Information System Professional responsible for the day-to-day maintenance and upkeep of PMSD Net.</p> <p><i>System Integrity</i> – refers to the maintenance of accurate and consistent information throughout the PMSD Net.</p> <p><i>Remote Access of Laptops</i> – a situation where a District employee or agent, using client management software, accesses a District laptop in the student’s possession. Software maintenance that automatically downloads software and configuration changes when a student connects to the PMSD Net with a District laptop does not constitute remote access of the laptop. Remote access of District laptops also does not include voluntary participation by the student or other user in web-conferences or other web-based activities.</p> <p><i>Software Maintenance</i> – any software or configuration changes sent out to all District laptops, even if it only affects certain District laptops, which is done as part of the maintenance and security of PMSD Net or to ensure that only authorized software is installed on District laptops.</p> <p>The following rules shall apply with respect to District laptops:</p> <ul style="list-style-type: none">A. The Superintendent or his designee shall annually provide written notice to all District parents and guardians of students eligible to be issued a District laptop. The “Annual Notice of Student Eligibility for District Laptop” shall be substantially in the form attached hereto as Attachment 1 and shall contain information regarding the One-to-One Laptop Program.B. Prior to issuance of a District laptop, the student and parent/guardian must sign an Agreement for District Laptop Use, which sets forth the terms and conditions of laptop use, maintenance and care, and includes an acknowledgement that the student and parent/guardian will fulfill all such terms and conditions, and will also indemnify and hold the District harmless with respect to any loss or damage incurred arising from any violation of such terms and conditions. A copy of the Agreement for District Laptop Use is attached hereto as Attachment 2.C. The Agreement for District Laptop Use shall also include an acknowledgement that the student’s use of the District laptop shall comply with the terms of this Policy No. 815.2, Policy No. 815 on Responsible Use of Internet and Network Resources, and the District’s “Best Practices for Use of District Laptops.” Compliance with the foregoing shall be required without regard to whether the student is connected to the PMSD Net. A copy of the Best Practices for Use of District Laptops is attached hereto as Attachment 3.
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	<p>D. Students and parents/guardians shall be wholly responsible for the safety, care and security of District laptops assigned to students, and shall be liable to the District for the cost of any necessary repair or replacement due to damage, loss or theft of District laptops.</p> <p>E. District laptops will at all times remain the property of Penn Manor School District. Students are responsible for the appropriate use of District laptops, both at school and at home (see Best Practices for Use of District Laptops, Attachment 2). Care of the District laptop is the student’s responsibility. If a District laptop needs repair, service or other maintenance, students are to report to the Technology Center in their building. Students should not attempt on their own to repair or service District laptops. Vandalism to any laptop or accessory is strictly prohibited. Students must present school-issued picture identification when they bring a District laptop in or pickup from repair.</p> <p>F. The PMSD Net includes blocking of websites potentially harmful to minors per the terms of the federal Childrens Internet Protection Act. However, this blocking does not limit Internet access when a District laptop is connected to the Internet by means other than the PMSD Net. Parents/guardians are therefore advised to monitor web usage when the District laptop is used at home. See “Best Practices for Use of District Laptops” at Attachment 3.</p> <p>G. If the blocking of websites through the PMSD Net has denied a student access to Internet material needed for legitimate educational purposes, the student should make a written request to the school technology center for access to such materials via the online help desk. The teacher shall forward the request to the Technology Director, who shall respond to the request within a reasonable time under the circumstances, not to exceed three (3) school days. If approved, only the Superintendent or the Technology Director may authorize the disabling of technology protection to permit access. Under no circumstances shall a request be approved for a student to access material that is, in the sole discretion of the District, obscene, pornographic or otherwise harmful to minors.</p> <p>H. District laptops are equipped with the ability to be accessed remotely in the following two scenarios:</p> <ol style="list-style-type: none">1. Technical Problems: In some instances, it may be necessary for District Technology Staff to access a District laptop remotely to resolve a technical problem. If this is needed, the student will be asked for permission. 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. The District will only implement remote access through software that automatically creates a record of its activation. If the student does not wish to have the technical problem resolved
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	<p>remotely, the student may decline the request for remote access, and bring the laptop to the Technology Center in the student's building. However, the foregoing protocol does not apply to the District's use of remote access to perform software maintenance, and the District may use remote access to perform software maintenance without seeking or obtaining student permission. Software maintenance may involve the correction of altered coding 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 PMSD Net or are stored in unauthorized software.</p> <ol style="list-style-type: none">2. Laptop Reported Missing or Stolen: If a student or a parent/guardian believes a District laptop is missing or stolen, the student must immediately complete and submit to the Building Principal a "Laptop Missing/Stolen Report" form. A copy of the form is attached hereto as Attachment 4. Once the completed form is filed, the District may activate the use of computer tracking technology, with the written consent of the student and parent/guardian after the District has explained to them the technology to be used.3. At no time will the District laptop camera be activated remotely, nor will audio or video be remotely monitored. <p>I. Review of Student Files: At no time will any school employee look at or review the student's files and documents stored on the District laptop except as follows:</p> <ol style="list-style-type: none">1. After the District laptop has been returned by the student to the District:<ol style="list-style-type: none">(a). At the end of the school year; or(b). Any other time the student is required to permanently return the District laptop, and has prior notice and adequate opportunity to remove the student's files from the District laptop.2. If the District has a reasonable suspicion that the student is violating District rules or policies, District administrators authorized by the Superintendent may take custody of the District 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 that justified the search. Under no circumstances will a District employee access a District laptop remotely for the purpose of this subsection (2).
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	<ul style="list-style-type: none">3. If at any time a district employee is viewing a student's laptop for any permitted purpose under any provision of this policy or at the request of the student, and during that viewing the employee obtains reasonable suspicion that the student is violating any laptop policy, procedures or rules, or any state or federal laws, the employee may turn the laptop over to the administration for further review as permitted in the previous paragraph.4. If a District laptop is reported to be missing or stolen, the District may open documents stored on the District laptop pursuant to a consent form signed by the student and 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 the signed Agreement for District Laptop Use, and must be approved by the Superintendent. The consent form shall advise the student and parent/guardian that refusal to sign the form or to otherwise cooperate with the District or an investigating law enforcement agency in connection with the retrieval of the District laptop may subject them to the cost of the full replacement value of the District laptop.5. 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 student.6. To the extent necessary in connection with the District's attempt to correct technical problems with the District Laptop. See Section I.1, above.J. The Superintendent or his/her designee shall arrange annually for direction and training of students, and the availability of orientation for parents/guardians, with respect to the use, care and maintenance of District Laptops.K. Students are not permitted to install, modify or tamper with District laptop hardware unless first approved by District information technology staff.L. Students are permitted to install software from District authorized repositories. See "Best Practices for Use of District Laptops" at Attachment 3. Operating System Software installs and configuration changes shall be completed by or under the direction of District technology staff or others authorized by the Superintendent.
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<p>5. Discipline</p>	<p>A student’s failure to abide by the rules of this policy will subject the student to possible discipline as established in the applicable Student Code of Conduct or in District policies. Discipline may include limiting or prohibiting access to District laptops, for some period of time or permanently, completely or just during the school day, or any other actions (including the student’s removal from school) deemed appropriate by the District Administration. Such discipline is in addition to, and not in place of, the student and parent/guardian fulfilling their duty to pay for any costs associated with damage, loss or theft of District laptops (see Section IV.D above), and to indemnify and hold the District harmless with respect to any loss or damage incurred arising from any violation of terms and conditions in the Agreement for Use of District Laptops (see Section IV.B above).</p> <p>References:</p> <p>Board Policy – 815, 815 Attachment 1, 815 Attachment 2, 815 Attachment 3</p> <p><u>Attachments:</u></p> <ol style="list-style-type: none">1 Annual Notice of Student Eligibility for District Laptop2 Agreement for District Laptop Use3 Best Practices for Use of District Laptops4 Laptop Missing/Stolen Report Form
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