

District Issued Laptops

Definitions

District-network - refers to the District's system of computers, data, and telecommunication networks and resources made available through the District, regardless of location or ownership. This includes cloud-based storage, programs, and applications programs made available through the District.

Laptop – refers to an identified laptop device issued by the District to a specific District student for use in connection with the District academic program.

The One-to-One Laptop Initiative - the District's initiative to provide students with access to a District-issued laptop. 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.

Remote Access of Laptops – a situation where a District employee or agent accesses a Laptop in a student's possession. Software maintenance, which will download software and configuration changes automatically when a student connects the Laptop to the internet, does not constitute remote access of a Laptop. Remote access of Laptops does not include voluntary participation by the Student or other user in web conferences or other web-based activities.

Agreements for Laptop Use

The attachments are an integral part of this Administrative Regulation and the rules and restrictions set forth in the attachments are considered part of this Administrative Regulation.

Attachment A - Agreement for Laptop Use

An **Agreement for Laptop Use** must be signed by the student and student's parent or guardian and returned to the District prior to the student being issued a Laptop for the first time.

Attachment B - Best Practice Guidelines for Use of Student Laptops

Attachment B constitutes **Best Practices Guidelines for Use of Student Laptops** and provides information to students and parent/guardians to encourage and facilitate responsible use of District-issued Laptops. This document shall be posted on the District's website.

Cost Sharing Fee

Families of students participating in the One-to-One Laptop Initiative will be asked to pay an annual cost-sharing fee of \$50 per student, with a maximum annual family fee of \$100. This fee will cover the manufacturer's extended warranty and Accidental Damage Protection, as well as a case and set-up/maintenance of the device. Parents/guardians who would like their child to

participate in the One-to-One Laptop Initiative but who cannot afford the cost-sharing fee shall contact their child's school counselor or building principal to discuss available solutions.

Accidental Damage Protection and Other Repairs

The annual cost-sharing fee paid by the families of students participating in the One-to-One Laptop Initiative shall include a manufacturer's extended warranty for the life of the Laptop in the District to cover hardware repairs due to defective parts. Additionally, the cost sharing fee includes Accidental Damage Protection, which covers Laptop repairs or replacement due to damage that occurs during normal use of the laptop. There is no deductible for the first Accidental Damage Protection claim during a particular school year. Deductibles to be paid by families for subsequent claims in the same school year are as follows:

- Incident #2 within the same school year: \$100, or the repair cost, whichever is less.
- Incident #3 within the same school year: \$150, or the repair cost, whichever is less.
- Incident #4 within the same school year: \$200, or the repair cost, whichever is less.

Accidental Damage Protection excludes theft, loss, and damage due to fire, flood, or other acts of nature. Accidental Damage Protection also excludes damage or loss due to negligence or intentional damage (vandalism) as those terms are defined in the warranty to be made available on-line.

If the damage is not covered by Accidental Damage Protection, the student and parent/guardian will be responsible for the full cost of the repair, or, if the damage cannot be repaired, replacement at the current replacement cost, prorated based on the original device cost.

Notwithstanding the above provisions, students and their parent/guardian are responsible for the replacement cost of the laptop, prorated based on the original device cost, and/or power cord/charger if they are lost, stolen, or not returned at the end of the school year for any reason.

Procedure for Reporting Laptops Missing or Stolen

Students issued Laptops are required to immediately report missing, stolen, or suspected stolen Laptops to a school administrator. To report a Laptop missing or stolen, the student must contact a school administrator by phone, email, or by visiting their office.

Notice Regarding Filtering

Although students are primarily responsible for the use of the Laptop and other District provided technology resources, the District has installed 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) when accessing the Internet through the Laptop on or off school property. An authorized administrator may disable the technology protection measure if needed for bona fide research or other lawful purpose. The District's current content filter meets the guidelines contained in the Children's Internet Protection Act.

Parents and guardians of students who take Laptops off school property are advised to monitor web usage. The **Best Practice Guidelines for Student Use of Laptops (Attachment B)** is a good reference to guide such monitoring efforts.

Parents/Guardians and Students Choosing to Opt Out of the One-to-One Laptop Initiative

In the event that a parent/guardian, or a student, if the student is over 18, declines to participate in the One-to-One Laptop Initiative by refusing to sign an Agreement for Laptop Use or otherwise, the building principal shall be responsible for making necessary accommodations for the student to ensure the student's education is not adversely affected. Such accommodations may include access to printed resources, access to building based computers in areas such as libraries and help centers, or other accommodations recommended by the building principal.

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 Laptop Initiative.

AGREEMENT FOR LAPTOP USE

_____ (hereinafter “STUDENT”) and
_____ (hereinafter “PARENT/GUARDIAN”), in
exchange for the Tredyffrin/Easttown School District allowing STUDENT to use and possess
their assigned Laptop or any loaner or replacement Laptop provided at the discretion of the
District (“Laptop”), hereby agree as follows:

1. STUDENT and PARENT/GUARDIAN acknowledge that Board Policy and Administrative Regulation No. 6190 *Internet & Computer Network Safety & Use* and Board Policy and Administrative Regulation No. 6194 *District-Issued Laptops* are available and accessible on the District’s website. STUDENT and PARENT/GUARDIAN further acknowledge that they understand the applicability of such Policies/Administrative Regulations and agree to abide by the procedures, regulations and other rules set forth in them and in this Agreement, as well as any applicable Acceptable Use Agreement or provisions of a Student Code of Conduct regarding use of a Laptop. In the event STUDENT or PARENT/GUARDIAN would like a paper copy of the above referenced Policies/Administrative Regulations, such requests may be directed to the building principal.
2. PARENT/GUARDIAN and STUDENT acknowledge and understand the provisions of Administrative Regulation No. 6194 with respect to warranty and repair services included with the cost sharing fee paid to the District as well as those provisions detailing financial responsibility on the part of the PARENT/GUARDIAN and STUDENT in the event of Laptop maintenance, repair, and/or replacement for such services not included, in whole or in part, with the cost sharing fee, or as a result of the Laptop being lost, stolen or otherwise not returned to the District at the end of the school year.
3. When on school property, STUDENT is prohibited from connecting a Laptop to the internet via means other than the District-provided WIFI connection through the District network.
4. STUDENT will not permit individuals, other than District administrators, network staff or teachers to access the Laptop. STUDENT shall not use or allow the Laptop 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 laws of the Commonwealth of Pennsylvania or the United States;**
 - ii. **constitutes bullying (including cyber-bullying) or otherwise fosters disruptiveness among 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/or abets unlawful activity; or**

Attachment A - Agreement for Laptop Use

- 8. STUDENT acknowledges that he/she has no reasonable expectation of privacy in data stored in or transmitted by or through the Network Resources provided by the District, including but not limited to, emails sent to and from District-provisioned email accounts, emails sent through and websites accessed through the District network, and data stored in cloud-based storage provisioned by the District. The District may access such data to the extent necessary to ensure security of Networked Resources, ensure compliance with applicable law, or conduct searches where there is reasonable suspicion to believe that a law, Board policy or school rule has been violated and that evidence of the violation is present in the resource to be searched. Access may be obtained through STUDENT permission or through the District administratively resetting the STUDENT’S password.

- 9. STUDENT and PARENT/GUARDIAN understand and agree that if the District determines that STUDENT failed to adequately care for the District’s Laptop or violates District rules or policies, then the District may terminate STUDENT’S ability to use the Laptop. 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:

Current Grade:

Attachment B - Best Practice Guidelines for Student Use of Laptops

BEST PRACTICES FOR LAPTOP USE

Laptop – refers to an identified laptop device issued by the District to a specific District student for use in connection with the District academic program.

You are responsible for the appropriate use of your Laptop both at school and at home. Laptops are issued to students for use for educational purposes. All commercial, illegal, unethical and inappropriate use of these Laptops 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, unless specifically authorized by District personnel for educational purposes in connection with the District academic program.
3. Data should not be stored on the Laptop, but should be stored either in the District-provisioned cloud-based storage or on a removable storage device.
4. Do not loan or allow your Laptop to be used by anyone else, and do not share your “user name” or “password”.
5. Always keep track of your Laptop and take reasonable precautions to keep it safe.
 - a. If you place your Laptop in your locker, make sure it is completely closed and locked.
 - b. Make sure that you never leave your Laptop unattended.
6. When carrying your Laptop, always place it in the sleeve provided.
7. Do not place the power cord or adapter against the Laptop screen in your backpack (the screen will break).
8. Be careful not to drop or fling your backpack (remember if it breaks, you may be held financially responsible).
9. If you notice that your Laptop is working slowly or functioning in a strange or abnormal way, report it to the Technology Department.
10. 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 Department.
 - b. Be wary of email attachments from people you don't know... it may be a virus or a malicious program.
 - c. Never respond to emails that ask for personal information such as your user name or password.
 - d. Think before you write and send an email. Be polite and courteous at all times.

Attachment B - Best Practice Guidelines for Student Use of Laptops

- e. Almost all chain letters contain no useful information. This includes chain letters warning about viruses or Internet scams. Often the chain letters link you to viruses or are scams themselves. Don't pass them on.
- f. Do not go to inappropriate / questionable web sites or click on questionable links as this may trigger a spam or computer virus attack.
- g. The use of anonymous proxies or other technologies to bypass District filtering programs is prohibited.
- h. When on school property, do not connect the Laptop to the internet through any means other than the WIFI provided by the District through the District network.
- i. When communicating online with others, consider the following:
 - i. Be polite and courteous. Leave offensive text (i.e. curse words, insults, etc.) out of blog entries and comment postings.
 - 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 or disclose 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 or disclose 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.
 - v. Many potential employers, colleges and universities, graduate programs and scholarship committees now search these sites to screen applicants.

11. Saving Information:

- a. Save your files in the cloud-based storage provisioned to you by the District. Additionally, you must ensure that important school information is separately backed up, either on a removable storage device or some other medium. The District is not responsible for loss of any data stored in District-provisioned cloud-based storage or on the Laptop.
- b. The District network administrator may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Students and other District network users should not expect that information stored on Laptops, or other information stored in, transmitted through, or accessed through the District network, including, but not limited to cloud-based storage provisioned by the District, will be private.
- c. Any information on your Laptop may be erased during the summer.

12. Other:

Attachment B - Best Practice Guidelines for Student Use of Laptops

The District does not recommend plugging any additional personal devices into the Laptop as this may cause problems with the Laptop's operation. You are responsible for any damage to the Laptop caused by any personal device you connect to the Laptop.

The Superintendent or designee has issued Administrative Regulations containing guidelines to students for use of District-issued Laptops (See Board Policy and Administrative Regulation 6194). Students should also refer to Board Policy and Administrative Regulation 6190 (*Internet & Computer Network Safety & Use*) and the applicable Network Acceptable Use Agreement for additional requirements. Any violation will be subject to discipline as outlined in the applicable Student Code of Conduct and/or Board Policy, and, depending on the nature and seriousness of the offense, could result in referral to law enforcement.

The District does not routinely monitor the District network for violations of school rules or District policies and is limited in its ability to monitor Laptops for cyber bullying and other violations. Therefore, if you have reason to believe another student is using either the District network or their District-issued Laptop in a manner that violates school rules or District policies, you are encouraged to report such conduct to a school administrator.