

R137 Attachment C - Best Practice Guidelines for Use of Student Laptops

Laptop – refers to a Laptop computer 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 Laptop both at school and at home. The Laptops are for students 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.
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 Laptop is the express responsibility of the student and should not interfere with Laptop usage or school related work.
4. Only LMSD licensed or approved software is to be installed on the Laptops.
5. Do not loan your Laptop to anyone, and do not share your “user name” or “password”.
6. 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. Since your backpack will be the primary storage for your Laptop make sure that you never leave your backpack unattended.
7. When carrying your Laptop always place it in the sleeve provided.
8. Do not place the power cord or adapter against the Laptop screen in your backpack (the screen will break)
9. Be careful not to drop or fling your backpack (remember if it breaks, there is a \$100 deductible that you will pay)
10. When closing and storing your Laptop, either turn it off or put it in standby to protect it from overheating.
11. If you notice that your Laptop is working slowly or functioning in a strange or abnormal way, report it to the Technology Center in your building.
- 12. Safe e-mailing:**
 - a. Don't open, forward or reply to suspicious e-mails. If you have a question about whether or not to open an e-mail, check with the Technology Center in your building.

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- 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 e-mails that ask for personal information, your user name or your password.
- d. Think before you write and send an e-mail, be polite and courteous at all times.
- 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.

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 social networking and developing your personal web pages, consider the following:
 - 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.
 - v. 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.

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- b. The School recommends that you erase any important information from your laptop before you turn it in at the end of the year.
- c. Information on your laptop will also be erased during the summer.
- d. If you wish to save any of your work, the Tech Center can provide a CD to archive your information using the CD burner on your laptop.

15. Other:

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.

16. Remember, your Laptop 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 Laptops. Students should also refer to Policy Nos. 134 *LMSD-Net: Student Use, Rights and Responsibilities* and 137 *District-Issued Laptops: 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 Laptops 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 Laptop in a manner that violates school rules or District policies, you are encouraged to report this to your Assistant Principal.