

**SECTION: PROGRAMS**

**TITLE: DISTRICT-ISSUED COMPUTERS  
 STUDENT USE, RIGHTS AND  
 RESPONSIBILITIES**

**FIRST READING:** May 14, 2012

**SECOND READING:** May 29, 2012

**ADOPTED:** May 29, 2012

**REVISED:**

<p>1. Purpose</p>	<p>The Board of School Directors recognizes the need to establish regulations for student use of District-Issued Laptop, Netbook or other Computers as defined below (“Computers”) consistent with the educational mission of the District.</p>
<p>2. Definitions</p>	<p><b>Wissahickon Network Services (WNS)</b> - refers to the District’s wide area network which permits the following uses, among others, by authorized students:</p> <ul style="list-style-type: none"> <li>a. Internet access;</li> <li>b. Network shared resources such as printers; and</li> <li>c. Network folder shares and backup folders.</li> </ul> <p><b>Computer</b> - refers to an identified Computer 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, computers issued by the District in connection with the 21<sup>st</sup> Century Teaching and Learning Initiative, Individualized Education Programs and Service Agreements for identified students with special needs, and other educational purposes.</p> <p><b>“21<sup>st</sup> Century Teaching and Learning Initiative” (“Initiative”)</b> – refers to the District initiative to provide all District students in grades 6 through 12 with access to a District-issued Computer. The major goals of this initiative are to provide students with 21<sup>st</sup> Century learning environments both at home and in school, and to give all students access to technology resources.</p> <p><b>Technology Employee</b> – refers to a Technology employee under the direction of the District’s Director of Technology who is responsible for the day-to-day maintenance and upkeep of WNS.</p> <p><b>System Integrity</b> - refers to the maintenance of accurate and consistent information throughout the WNS.</p>

**Remote Access of Computers** – refers to a situation where a District employee or agent, using client management software, could access a Computer in the student’s possession. Software maintenance, which will download software and configuration changes automatically when a student connects to the WNS with the Computer, does not constitute remote access of the Computer. Remote access of Computers does not include voluntary participation by the student in web conferences, chat rooms or other web-based activities or participation of the student in classroom activities, including but not limited to the teacher’s sharing of the content of the student’s Computer screen with the class for educational purposes.

**Software maintenance** – refers to any software or configuration changes sent out to all Computers, even if it only affects certain Computers, that is necessary for the maintenance and security of the WNS and to ensure that only authorized software is installed on the Computers.

3. Policy Rules

Policy Rules for District-Issued Computers

1. The Superintendent or his/her designee shall provide formal written notification to District parents/guardians whose child is eligible to be issued a Computer before the beginning of the school year containing information relating to the 21<sup>st</sup> Century Teaching and Learning Initiative and what it consists of specific to District-issued Computers under this Initiative. The form of notification shall be in a form determined by the Superintendent or his/her designee.
2. Each student and the student’s parent/guardian must sign an Agreement for Use of Computer setting forth the terms and conditions set forth in this and other policies and acknowledging receipt of guidelines for use of the Computer. The Agreement and guidelines shall be in a form determined by the Superintendent or his/her designee. This Agreement for Use shall include: (1) notice of the required payment of a Computer Protection fee per computer for those computers issued by the District under the 21<sup>st</sup> Century Teaching and Learning Initiative only and that this fee may increase due to repeated damage to a Computer, (2) the condition that if a Computer is lost and/or significantly damaged on two occasions at any time following issuance to a student, the student will be required to pay the full premium cost for District-secured insurance coverage of the Computer at all times thereafter, and (3) an acknowledgement that the Student shall use the District-issued computer in school classes.
3. The restrictions set forth in Policy No. 256, “*Acceptable Use of District Information and Telecommunications Resources By Students*” apply in their entirety to District-issued Computers, regardless of whether the student is connected to WNS.

4. In some instances, it may be necessary for a Technology Employee to access the Computer remotely to resolve a technical problem. If this access is needed, the student's permission must be secured and 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 and the reason for access. However, the District is not required to provide notice or secure permission from a student or parent related to the performance of a remote software maintenance. Software maintenance may involve the correction of altered code or programming and in some cases may remove files from the Computer if the files are deemed to be a threat to the operation or security of the WNS or are stored in unauthorized software.
5. If the student or parent/guardian believes the Computer is missing or stolen, a written report of the incident must to be completed by the student and parent/guardian and promptly submitted to the Building Principal's office. Once the report is filed, the District may initiate the following procedures for reporting Computers missing or stolen:
  - i. Internet Protocol tracking, if available, may be used with parent/guardian and student consent for the sole purpose of retrieving the missing or stolen equipment.
  - ii. At no time will any Computer camera be activated remotely nor will screen shots, audio, video or on-screen text be remotely monitored.
6. District employees will not inspect or review the files stored on the District-issued Computer, except as follows:
  - a. After the Computer has been returned by the student to the District:
    - i. At the end of a school year; or
    - ii. At any other time the student is required to permanently return the Computer and has prior notice and adequate opportunity to remove the student's files from the Computer.
  - b. If the District has a reasonable suspicion that the student has violated and/or is violating District rules or policies or any federal, state or local laws, authorized District administrators may take custody of the Computer and review files contained on the Computer. "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 which justified the search. Under no circumstances will a District employee access a Computer remotely for the purpose stated in this subparagraph.

- c. Pursuant to a consent form that clearly identifies the ability of the District to access or review files on the Computer. This consent form shall be separate from the agreement for Computer use and the requested consent must be approved by the Director of Technology prior to issuance to a parent, guardian or student.
  - d. 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 who possesses the Computer.
  - e. In accordance with permission for remote access provided to students pursuant to paragraph 4 above under "Rules for District-Issued Computers."
7. A student shall not be permitted to remove a Computer issued by the District under the Initiative for off-campus use beyond the District high school or middle school attended by the student if:
- a. The parent/guardian of the student elects to not authorize off-campus use of the Computer by the student; or
  - b. The parent/guardian of the student has declined and/or refused to pay the Computer Protection fee (per Computer) required by the District for off-campus use; or
  - c. The District has restricted the student's Computer privileges to only on-campus use because of:
    - i. repeated failure to bring Computer to school and/or class each day; or
    - ii. repeated loss of or damage to Computers previously issued to the student;
    - iii. other legitimate basis for restriction, including violation of a District policy.
8. If the parent/guardian or student refuse to sign a required agreement for on-campus and off-campus Computer use, the District will not provide a Computer to the Student under the Initiative. In such event, the Superintendent or his/her designee shall be responsible for ensuring that the District uses reasonable efforts, as determined by the District, to make necessary technology-based arrangements for the student to ensure that the student's education is not adversely affected. Such reasonable efforts may include, at the District's discretion, making a limited number of Computers available for in-school use only.

9. The Superintendent shall establish regulations ensuring:
- a. adequate and timely training in connection with use of District-issued Computers by students to whom Computers are issued; and
  - b. periodic orientations for parents/guardians of students to whom District Computers are issued.

Restrictions on Computer Use and Notice to Juvenile Authorities

A student's failure to abide by the rules and regulations of this policy will subject the student to the disciplinary procedures of the District as established in the applicable Student Code of Conduct and/or in District policies. Students may also have access to their Computer limited to use during the school day and/or otherwise revoked.

The District may report to appropriate juvenile authorities any student whose willful damage or misuse of a District-Issued Computer is serious and/or repeatedly occurs. Absent urgent and/or compelling circumstances, prior written notification to the student's parent or guardian shall occur before a referral by the District to juvenile authorities occurs.

Delegation of Responsibility

The Superintendent shall create guidelines which describe how this policy will be implemented.

Cross references:

Policy No. 256, *Acceptable Use of District Information and Telecommunications Resources By Students*  
Policy No. 249.1, *Bullying/ Cyber Bullying*