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Welcome

Welcome to the Lawrence Virtual School (LVS)! LVS is a proven, excellent education option available to students in Kansas. The School and Education Specialists assist Learning Coaches in educating children using the Kansas Career and College Readiness Standards, web-based curriculum, and additional resources. We strive for your child’s success with our personalized style of education. We look forward to a successful educational journey with you and your family.

Introduction

LVS is a public charter school serving grades K-12 in the state of Kansas. The charter is granted through the USD 497, Lawrence Public Schools. The school is managed by the Lawrence Board of Education and USD 497 Administration. Our curriculum is derived from a variety of sources that have been thoroughly examined and tested prior to adoption at LVS.

This document is intended to inform LVS parents and students enrolled in the Elementary Academy (grades K-5) and Middle School Academy (grades 6-8) of relevant policies and procedures for the school as well as to identify specific responsibilities pertaining to families enrolling in LVS. A separate student/parent handbook specific to the LVS High School Academy (grades 9-12) is provided to parents and students.

For all questions regarding policy, procedures, curriculum, or technology, your Education Specialist (ES) is your first point of contact; however, please know that LVS Office Support Staff and Administration are here for your family as well.

LVS Mission Statement

Lawrence Virtual School is an innovative community of families, students, teaching adults, and staff committed to empowering our learners to achieve their full potential through high quality education comprised of a rigorous curriculum, individualized support, and dedicated partnerships in a variety of learning environments.
LVS School Contacts

Your Education Specialist is your primary point of contact within LVS; however, the individuals below comprise a very important part of the LVS Family and can assist with many items should your ES not be available or should you have other questions:

Lawrence Virtual School  
1104 E. 1000 Road  
Lawrence, KS  66047  
Office: 785.832.5620  
Fax: 877.867.9422  
Email: LawrenceVirtualSchool@usd497.org

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Academic Engagement Expectations

It is essential that the parent/guardian understands that when enrolling a student in LVS, they are agreeing to participate in the program as designed and actively engage in their child’s daily learning. Ideal adequate progress involves consistent daily work in lessons (as designed in both online and offline components). In core subjects, alternate plans may be designed in partnership with your Education Specialist based on student academic needs.

The K12 Online School (OLS) and Buzz are designed to collect and record data that substantiates the academic progress of the students. Therefore, it is mandatory that these Learning Systems be used to enter completion and assessment data that reflect the standing of the student. Questions concerning appropriate scheduling should be directed to the student’s ES.
Online data serves as justification for appropriate progress and advancement into subsequent course levels. In order for a student to be academically prepared for subsequent course levels, LVS strongly encourages completion of all content levels.

Assessments

As a public school, all students in grades 3-8 are expected to participate in state assessments at the grade level in which they are enrolled. The Kansas Assessment Program utilizes the Kansas Interactive Testing Engine (KITE) to administer statewide assessments. LVS students complete these in person by traveling to designated locations.

All LVS students will also be assessed throughout the year on their progress by utilizing several assessment tools. These assessments are designed to pinpoint gaps or deficiencies in students’ learning. This will assist both Learning Coaches and Education Specialists in designing a program that can specifically address students’ educational needs. This is not a test of accountability but a tool LVS uses to best guide parents and students on their educational journey.

Change of Contact Information

Parents are asked to notify their Education Specialist of any changes to address, phone number, email address, or any other pertinent information as soon as these changes occur. Your Education Specialist will notify the office of these changes in order to update the student’s records. This is imperative so that you are able to receive mailings, special shipments, and important email communications from LVS.
Communication Expectations

At LVS, consistent and appropriate communication between the Learning Coach and the Education Specialist is essential for the success of the student in the program. It is also a requirement for enrollment in LVS as a public school.

Learning Coaches are responsible for:

Conferencing
- At a minimum, twice monthly conferencing between students, Learning Coaches and Education Specialists is required. This is vital to the success of students at LVS.
- Conferencing provides a personal venue to discuss academic progress, success, and provide support for both the Learning Coach and the student in instruction, understanding and implementation of the curriculum, instructional methods, management ideas, etc.
- Conference methods and sessions will be scheduled by the Education Specialist. This can include a variety of methods, which your ES will discuss with you.
- Students and Learning Coaches must be available for these scheduled conferences. Since the conferences are required, it is the responsibility of the Learning Coaches to notify their Education Specialist as far in advance as possible prior to the scheduled conference if they will not be available. Conferences will be rescheduled.

Email Communication
Email is the primary communication platform for the Education Specialists, Learning Coaches, and LVS Administration. The majority of information needing to be communicated to LVS families will be sent via the student assigned USD 497 account and/or parent email account. Often, the information is time-sensitive and many items require a specific response. Therefore:

- Learning Coaches are required to use email as a condition of enrollment.
- Learning Coaches are responsible for checking their email daily.
- Learning Coaches are responsible for replying promptly to any email requests received from LVS staff.

It is essential that the parent/guardian understands that when they enroll a student in LVS, they agree to participate in the program as designed and actively communicate with their Education Specialist. Failure to adhere to the Communication Expectations may result in the issuance of a noncompliance notice. Noncompliances may result in termination from LVS. It is our desire to see all students succeed.
**Course Offerings**

The school uses the K12 and Buzz online curriculum. Students will be enrolled in Math, Language Arts, Science, and Social Studies. Based on student need, other resources may be available for instruction.

**Education Specialist (Highly Qualified Kansas Certified Teacher)**

All LVS Education Specialists (ES) hold a Kansas teaching license, participate in ongoing professional development emphasizing best practices in virtual education and today’s standards, and represent a diverse spectrum of educational backgrounds and experience.

Education Specialists’ responsibilities include:

- Responding to communications, via email or phone, within 24 hours on regular school days
- Notifying their assigned families if they will be out-of-the-office or unavailable
- Scheduling and conducting conferences with each student and Learning Coach at least twice monthly
- Requesting work samples to support and affirm the student’s academic progress

Supporting assigned families by providing:

- Instructional and curricular support
- Direct Instruction
- Organizational assistance
- Technical support
- School-sponsored events
- Encouragement and support in all areas of student learning and achievement
- Developing, monitoring and evaluating Individual Student Plan
- Administration of formal and informal assessments

**Enrollment**

Enrollment in LVS is open only to residents of the State of Kansas. It is important to discuss your child's needs with LVS staff members to determine if LVS is an appropriate educational environment. A virtual environment is not the appropriate educational setting for every child. Once this has been determined, the enrollment process must be fully completed.

This includes:

- Enrollment packet completion
- Health documentation
• Enrollment consultation
• USD 497 Fee

Lawrence Public Schools Board of Education approves a schedule of enrollment fees and other fees as required. All students enrolled in Lawrence Public Schools (including LVS students) are required to pay board-approved fees. The fee of $97.00 for all students is due upon enrollment. If this fee causes an undue burden on your family, please contact the LVS Office to discuss your options.

Students serving an expulsion from their current brick & mortar school may not be eligible for enrollment.

Grievance Guidelines and Procedures

As issues and challenges arise, school personnel and Learning Coaches agree that they must work together to solve them. For assistance in resolving a problem, please first direct all concerns, issues and questions to your child’s Education Specialist (you can set up an appointment by phone or email). If the concern is not resolved at this level, please follow the Grievance Policy below.

The school is interested in achieving and fostering both employee and student/family satisfaction. The following procedure was developed to ensure that the employee and student/family grievances are addressed fairly by the appropriate persons in a timely manner. The school prohibits discrimination against its employees and students/families on the basis of disability, race, creed, color, gender, national origin, orientation, religion, or ancestry. The time frame for all appeals by employees and students/parents in the process is five (5) school days unless otherwise determined by state or federal law.

The student and Learning Coach(es), parent(s) or legal guardian(s), will address in writing, appropriately labeled, any concern or grievance initially with the student’s Education Specialist. Such person shall respond within five (5) school days.

If the concern or grievance is not resolved by the Education Specialist, the student and Learning Coach(es), parent(s) or legal guardian(s) may, within ten (10) school days, request in writing a meeting (via phone or in person) with the Education Specialist and LVS Administration to discuss the concern or grievance. He/she shall investigate and respond within five (5) school days.

In the event that the response of the Administrator is not satisfactory, the student and Learning Coach(es), parent(s), or legal guardian(s) may, within ten (10) school days, participate in mediation or request a review with the District Assigned School Liaison. He/she shall investigate and respond within ten (10) school days.
Members of the public, parents, Education Specialists, students, and others, may submit a complaint in writing, by fax, in person, by email or regular US mail to the Administrative Office.

**Immunizations & Physicals**

- All parents must submit for their student(s) a signed, up to date immunization record/card to maintain enrollment.
- If a student is found to be missing any immunizations, they will be notified. This includes any booster shots.
- Physicals are required for all students 9 years and under prior to entering school.

**Materials**

LVS will provide the option of a school-issued device to each family. This is on loan from LVS. Parents/guardians are responsible for returning the school-issued devices at the end of enrollment and are responsible for paying for lost, stolen or damaged devices.

K12 textbooks, workbooks, and some other curricular supplies for students to use are also provided. These should be treated as public property and must be kept in good condition. Consumable items may be written in. Kindergarten through fifth grade students do not need to return K12 materials.

Parents/Guardians enrolling students in LVS accept the responsibility of paying for lost, stolen, or damaged school materials. They are also responsible for returning any school-issued computers/devices at the conclusion of the school year by June 1st (if not returning to LVS) or within ten (10) days upon withdrawal from LVS.
Moving Out-of-State/Country

- Non-Military: Students moving out of the state or country will need to formally withdraw from LVS since they must be residents of Kansas.
- Military: Students of active service members may maintain their enrollment with LVS by providing a copy of the Leave and Earning Statement (LES).
- K12 and FLVS Academies may be found in most US states. If you would like to continue using K12 or FLVS curriculum, please contact the LVS Administration.

Noncompliance Procedure

While the majority of our families are committed to educational excellence, there are instances in which a student or Learning Coach may be considered lacking in appropriate academic progress and/or communication. When the student or Learning Coach does not meet the minimum expectations for academic progress and/or communication, LVS Administration will follow the procedure outlined below to notify the Learning Coach.

Procedure:*  
- Step 1: The Administration will notify the Learning Coach and Education Specialist via email when minimum expectations are not met (Notice 1).
- Step 2: Upon receipt of notification, the Learning Coach will participate in a scheduled conference call with the student’s Education Specialist. The call will identify the issues causing the lack of engagement and develop a Directed Study Plan (DSP), if not already in place, to re-engage learning and meet suitable academic and/or communication goals to ensure the success of the student. The student and Learning Coach will then be expected to show engagement by meeting ALL goals of the Directed Study to remain in good standing with LVS.
- Step 3: Administration will monitor progress, and if the expectations of the DSP are not being met, LVS Administration will notify the LC via email regarding noncompliance. (Notice 2). In addition, LVS Administration will be letting the parent know that the homeroom Education Specialist will be setting up a video conference with all concerned to discuss concerns regarding engagement with the program and clarifying intentions regarding enrollment in LVS.
- Step 4: In the event that the Learning Coach still does not respond to communication or the student does not re-engage in the school as noted in the DSP, Administration will issue a dismissal letter to the Learning Coach via email and the student’s enrollment will be terminated. The ES will then need to submit a withdrawal form to the LVS Office, courses will be closed, and a call to the local public-school district will be made. (Notice 3, Final).
• Students wishing to re-enroll at LVS after having been dismissed due to non-compliance of any type (such as lack of progress, lack of communication with the Education Specialist) must seek and obtain approval by LVS Administration for re-enrollment.

*The above procedure will not be initiated when extreme instances or legitimate reasons have been communicated to and agreed upon by the student’s Education Specialist (extended illness of the student, parent or Primary Adult, planned vacations, etc.). Appropriate engagement for special education students will be determined by the special education team.

**New Student Orientation**

All new families are expected to attend or watch an orientation session. New student orientations will be held face-to-face in various locations across the state prior to the start of the school year; information will be sent via email to parents (Learning Coaches) prior to the start of the school year.

**Objectionable Materials Guidelines/Procedure**

Times may occur in which a parent/guardian/Learning Coach will have objections to certain lessons, books or materials. In this case, the Education Specialist should be contacted to assure appropriate objectives are covered. The assessment for the lesson(s) must be completed to show that the objectives have been met.

**Pacing & Flexibility**

• The online curriculum provides a recommended schedule that will ensure all lessons in each content level are presented in one academic school year’s timeframe.

• Students should engage in school daily, as prescribed. Consistent lesson progression is expected in each course. Completion of 11% per month is encouraged for K-5 students; 6-8 students should refer to their course calendars.

• Progress data is used by the Education Specialists and Learning Coaches to evaluate student progress and learning.
• It is essential that the parent/guardian understands when they enroll a student in the school, they agree to participate in the program as designed. Learning Coaches should be involved in the daily teaching, supporting, and monitoring of the student’s curriculum and learning.

**Professionalism**

All communication between LVS Administration, Education Specialists, Learning Coaches, students, and other parties directly related to the school must be conducted with appropriate professionalism. Demeaning language, foul language, derogatory remarks/innuendos are not acceptable. This includes all formats of communication. Acting in an unprofessional manner may result in termination of enrollment.

**Re-Enrollment**

Re-enrollment with LVS is designed to be a seamless procedure. Once the re-enrollment period opens in the Spring Semester, the following procedure is in place:

- Education Specialists and/or LVS Administration will notify Learning Coaches when reenrollment is available.
- LCs will designate that their student is returning to LVS via the parent account in K12.
- If you have any problems, please contact the LVS Office at 785.832.5620.

**School-Sponsored Events**

The school will sponsor optional field trips and other events for students and families on a regular basis. These events will focus on enhancing the curriculum and/or building and connecting the school community. Parents/Guardians are responsible for any costs incurred while attending a school-sponsored event, including, but not limited to: transportation, entrance fees, meals, etc. Credit for field trips is not offered in lieu of the regular curriculum. Parents/Guardians/Learning Coaches are expected to attend all selected field trips or school events and supervise their child(ren), being respectful of all who are in attendance. Occasionally, field trips will be designed to meet the needs of a specific grade level or topic of study. When this occurs, we ask that alternate plans are made for other children. Inappropriate behavior, deemed cause for expulsion in a brick and mortar school, may be cause for exclusion from the school field trips and/or activities.
School Year

The traditional school year at LVS runs from August through May. Returning students may be granted extensions to work during June and July, with approval from administration.

Snow Days: Should our district cancel school due to inclement weather, LVS will also be a part of this inclement weather day. Any scheduled classes and conferences will be cancelled. Upon return, ES’s will reach out to students/families regarding any rescheduling of events or adjustments to assignments.

Special Education

When a student who receives or who has received special education services enrolls at LVS, the parents and/or guardians must provide a current or expired IEP and evaluation to be reviewed by the LVS Special Education Staff prior to enrollment completion. Withholding a current IEP and previous evaluation, if one is available, may result in denial of the student’s enrollment application. If the student’s enrollment is accepted and LVS Staff later determines the student has or has had an IEP or evaluation that was not shared with LVS Staff by parents or guardians, the student’s enrollment may be reviewed to ensure that LVS is the most appropriate educational setting for the child and family.

If the student had an IEP in the past that has expired but the child was not exited from special education services, the LVS Special Education Staff will conduct a re-evaluation of that student’s needs. When a student is re-evaluated, this may be conducted in person at the Lawrence Virtual School building in Lawrence, KS. Failure to come to LVS upon request for a re-evaluation may result in termination of the student’s enrollment.

As part of the IEP process, a student is evaluated every 3 years to determine eligibility. This evaluation may be conducted in person at the Lawrence Virtual School building in Lawrence, KS, prior to the IEP due date. All paperwork associated with the IEP and re-evaluation process must be returned to the LVS Office in a timely manner to avoid any issues with non-compliance. In addition:

- Parents of special education students are required to collect data on the student’s progress on a regular basis.
- Special education students will be subject to progression requirements as outlined by their IEP.
- Special education service time will be determined based on student need and subject to service providers’ schedules.
• All students qualifying for special education services (including Gifted services) must be enrolled in the four core classes at LVS (Language Arts, Math, Science and Social Studies). Exceptions to this policy will be made in conjunction with LVS Administration and the student’s IEP Team.

State Attendance Audit

To determine school funding, mandatory audits of student attendance are conducted in September. Your ES will communicate the current year’s dates. Failure to fully participate and submit required documentation by designated date will result in automatic withdrawal from LVS.

Supplemental Materials, Activities, and Curriculum

In addition to the core curriculum, LVS provides other supplemental curriculum designed to either support or enrich a particular student’s education based on their needs. Please contact your Education Specialist for a list of these programs.

In addition, Learning Coaches seeking to provide the best possible education for their student(s) often enrich the curriculum with extra activities, family trips and additional curriculum. However, it is important that plans for additional activities and curriculum be discussed ahead of time with the assigned Education Specialist so as to not interfere with required curricular objectives. It is also important to note that additional activities and additional curriculum do not replace completion and mastery of the student’s core curriculum.

Technology

Refer to the LVS Technology page at www.lvs.org (Click Already Enrolled – Technology Questions) for technology questions, answers, documents, and more. All technology issues should be reported first to the Education Specialist who guide you in next steps. We will follow the process below-
LVS-issued Computers

LVS devices are to be used for educational purposes only. Please do not install any additional programs or applications that are not expressly required for the delivery of educational content/material. Access to the Internet via equipment provided to the student as a result of his/her enrollment in the School are intended to serve and pursue educational goals and purposes only (See Appendix A).

- LVS device users are responsible for keeping the date and time settings current to ensure proper functioning of the computer.
- LVS device users are responsible for installing necessary updates.
- Use of the internet is under the sole supervision of the Learning Coach.
- LVS is not responsible for lost data. Students are encouraged to back up data.
- Replacement parts/hardware cannot be sent to any parties who have pending/outstanding hardware returns. Please return all technology hardware in a timely manner.

Technology Needs for Participation in LVS

Computer/Device

A computer/device, if needed, can be requested for students enrolled fulltime, as supplies allow. (K-5th Grade: 1 device per 2 students; MS: 1 device per student) Computers/devices are school property and must be returned upon withdrawal or termination of enrollment (See Appendix A). Throughout the year there will be times when access to a printer is also needed. A printer is not supplied by LVS.
**Working Phone**
Access to a working phone for conferencing is required.

**Internet Connection**
A reliable internet connection is required for participation in LVS. For best results, LVS recommends the use of high-speed internet. Acquiring internet service prior to the start of the school year and maintaining it is the responsibility of the LVS family. Issues regarding connection to service should be directed to your internet service provider. In case of extended interrupted service, you will need to inform your Education Specialist.
**Vision and Hearing Screenings**

Kansas law requires that vision and hearing screening services be offered to students. The school offers these services at no cost to students upon request. Requests should be directed to your Education Specialist.

**Withdrawals**

Parents of students who are withdrawing from the school must submit their intentions, *including new school information*, to their Education Specialist. LVS office will contact parents to arrange for the recovery of all school equipment. Parents/Guardians are expected to return all school property within 10 days in good condition.

Written verification of enrollment from the new school is expected within 10 days for students withdrawing during the school year. Verification is considered to be a request of student records from the new placement or completing a non-accredited private school registration form at the state website. If verification is not received, LVS is required to follow USD 497 School Board policy per the compulsory school attendance law.

Appendix A

Agreement for Use of Instructional Property

Responsible Party is the parent or legal guardian of the student who is enrolling at LVS beginning each academic year.

LVS has made arrangements to permit the family of the student to use certain computer equipment, software, and related instructional books and materials (“Instructional Property”) to facilitate the student’s education while enrolled in LVS, provided that Responsible Party is willing to accept responsibility for the Instructional Property as set forth below.

Responsible Party hereby agrees to the following:

1. Use of Instructional Property: LVS shall permit the student and the Responsible Party to use the Instructional Property listed on the attached Appendix 1 – Instructional Property Schedule. LVS reserves the right to add, change, substitute, and/or delete individual items on the Instructional Property Schedule from time to time.

2. Term: Responsible Party’s and Student’s rights to use and possess the Instructional Property expire upon the Student’s termination of enrollment. Notwithstanding the foregoing, LVS reserves the right to terminate any right to use and possession immediately if either has reason to believe that Responsible Party is violating any term or condition of the agreement. Responsible Party shall return all of the Instructional Property as instructed with five (5) days of the termination date in the same condition as delivered, normal wear and tear expected.

3. Ownership: At no time shall legal title to or ownership of any of the Instructional Property vest in the Responsible Party or Student, who shall only have the rights to temporary use and possession as provided herein.

4. Condition of Instructional Property: Responsible Party agrees to report any condition that would be considered to be a hindrance in successfully educating their child to the LVS administration.

5. Responsibility for Instructional Property: Responsible Party must maintain the Property at the Responsible Party’s residence set forth as the shipping address in the enrollment form unless Responsible Party provides thirty (30) day’s written notice and the new address to LVS. Responsible Party shall be solely liable for any loss or damage to the Instructional Property until it is returned and shall take all reasonable precautions to protect it. Responsible Party agrees to inform LVS of any loss or damage to the Instructional Property from any cause.
whatsoever within three (3) days of the loss or occurrence of damage. The Responsible Party will provide LVS with a loss report that will include a description of the loss.

6. Maintenance and Repair: Responsible Party is responsible for requesting maintenance and repair of the Instructional Property while in his or her possession and will follow all instructions for Instructional Property requiring repairs as directed by LVS Technical Support, the Warranty Agreement and the Original Equipment Manufacturer. Responsible Party is solely responsible for upgrading to new software versions when publicly available, obtaining and installing antivirus file updates, and overall maintenance of each software application provided.

7. Use of the Property: Responsible Party agrees to the following:
   I. Instructional Property is to be used for the education of the student while enrolled at LVS and not for the benefit of any other person or for any other purpose.
   II. All Instructional Property shall be used in accordance with LVS policies and rules and the manufacturer’s instructions.
   III. Each software application provided shall be subject to, and used in accordance with, the license and/or use agreement that accompanies that software application.
   IV. All usage of the Instructional Property shall be subject to LVS policies and rules regarding Network/Internet use and protocol.
   V. Responsible Party is solely responsible for ensuring that the software settings, default configurations, and administrative privileges are maintained at the original specified settings that the Instructional Property had upon delivery and will be liable for any resulting damage to the Instructional Property, any files and/or other software application of these default settings are changed or modified without explicit authorization from LVS.
   VI. Responsible Party is solely responsible for keeping User IDs and passwords confidential to prevent unauthorized usage.

8. General Indemnity: Responsible Party agrees to indemnify, defend, and hold harmless the sponsoring School District, USD 497 or Authority, their respective employees, officers, directors, agents, assignees, and all affiliated companies and/or entities (“Indemnified Parties”) from and against any and all claims, actions, suits, proceedings, costs, expenses (including, without limitation, courts costs and attorney fees), damages, obligations, judgments, orders, penalties, fines, injuries, and losses arising directly or indirectly in connection with any matter covered by this agreement, other than those caused by LVS.

9. Return of Instructional Material: Responsible Party will be fully responsible to LVS for prompt return, within 20 days of all Instructional Property to LVS upon Student’s termination of enrollment in the same condition as when delivered to the Responsible Party or Student,
reasonable wear and tear expected. Failure to make return to LVS as above provided will result in Responsible Party being liable to LVS for the full value of such Instructional Property or for any required repairs, and for LVS’s attorney fees (a minimum of $300) and related costs in recovering such Instructional Property, or in recovering any losses sustained by LVS.

10. Insurance: Responsible Party agrees to maintain at his or her expense adequate insurance to cover damage to the Instructional Property by fire, theft, flood, explosion, accident, act of God, or other cause to the full replacement value of the Instructional Property and agrees that he or she will be financially liable for it regardless of the availability of insurance proceeds.

11. Miscellaneous: Responsible Party represents that he or she has the power to bind all of Student’s parents or legal guardians, all of whom shall be bound by these terms. Responsible Party cannot amend this agreement unless accepted in writing by a representative of LVS. This agreement shall constitute the entire agreement between the parties with regard to the Instructional Properties and any prior understanding or representation of any kind shall not be binding on either party, except to the extent incorporated herein. The waiver of any right under this agreement by either party shall not be construed as a waiver of the same right at a future time or a waiver of any other right under this agreement. This agreement shall be construed and enforced in accordance with the laws of the state of Kansas.