

## PERSONNEL

Telecommunications Access to Electronic Information, Services, and Networks

- A. [Baltimore County Public Schools] BCPS provide [computer] equipment with telecommunications capabilities to access electronic networks for educational purposes only.
1. Educational purposes are defined as those tasks performed by employees AND APPROVED NON-EMPLOYEES who are directly [related to] AFFILIATED WITH THE [Baltimore County Public Schools'] BCPS' positions, job responsibilities, mission, and goals. No personal use of any kind is permitted.
  2. Telecommunications refers to any electronic device that uses, STORES, manages, carries, or supports audio, video, TEXT, or data and includes, but is not limited to, information transmitted or is received via radio, television, cable, microwave, telephone, computer systems, networks, COPIERS, SCANNERS, and fax machines.
- B. The [Baltimore County Public Schools'] BCPS' telecommunications network is a "closed forum" for system use only and to transmit information to the public. BCPS reserves the right to exercise editorial control over all electronic publications and communications on all [Baltimore County Public Schools'] BCPS' telecommunications equipment and services.
- C. The BCPS [system] [w]Web team shall manage the school system [w]Web development by providing [w]Web content standards, quality control measureS, support to school/office [w]Web masters, and compliance with BCPS telecommunications policies and rules.
- D. Employees AND APPROVED NON-EMPLOYEES who represent the school system through the [w]Web publishing medium shall post [all] OFFICIAL school or office [w]Web sites on the BCPS network server. No commercial hosting OF OFFICIAL SCHOOL OR OFFICE WEBSITES is permitted.
- E. The Telecommunications Acceptable Use Policy for Employees AND APPROVED NON-EMPLOYEES Form (Series 4006, Form A) must be signed by all employees AND APPROVED NON-EMPLOYEES prior to their use of telecommunications in [Baltimore County Public Schools] BCPS. This signed

document is an agreement by the employee to comply with the terms and conditions of appropriate and safe use of telecommunications. It is a legal, binding contract that is kept on file as a part of the employee's personnel record.

1. The Department of Human Resources will retain the Acceptable Use Policy for Employees AND APPROVED NON-EMPLOYEES Form (Series 4006, Form A) for all centrally hired employees AND APPROVED NON-EMPLOYEES.
  2. The principal/office head will retain the Acceptable Use Policy for Employees AND APPROVED NON-EMPLOYEES Form (Series 4006, Form A) for all locally hired employees AND APPROVED NON-EMPLOYEES.
- F. Employees AND APPROVED NON-EMPLOYEES who use telecommunications in [Baltimore County Public Schools] BCPS without having a signed Telecommunications Acceptable Use Policy for Employees AND APPROVED NON-EMPLOYEES Form (Series 4006, Form A) on file are in violation of Board policy and subject to disciplinary action. Principals/office heads are responsible for determining when part-time or temporary employees AND APPROVED NON-EMPLOYEES shall have access to telecommunications and for assuring that said employees AND APPROVED NON-EMPLOYEES have satisfied the BCPS compliance.
- G. Employees AND APPROVED NON-EMPLOYEES designated as [w]Webmaster to coordinate and monitor electronic publications, such as a school or office [w]Web sites, shall comply with the [w]Webmaster Roles and Responsibilities Form (Series 4006, Form B) and indicate their understanding of the terms and conditions by signing the [w]Webmaster Agreement Form (Series 4006, Form B).
- H. [Baltimore County Public Schools] BCPS will employ processes which attempt to ensure that the Internet, AND DIGITAL MEDIA, INCLUSIVE OF BUT NOT LIMITED TO, INTERACTIVE COLLABORATIVE ENVIRONMENTS, LEARNING MANAGEMENT SYSTEMS, AND SYSTEMICALLY APPROVED WEB BASED APPLICATIONS ARE an [is] effective, safe, and accessible instructional resource as follows:
1. The system level [w]Web team will provide guidance and support to office/school [w]Webmasters in the design, content, and development of SCHOOL OR OFFICE [w]Web sites that comply with Board Policies and Superintendent's Rules.

2. THE OFFICE OF LIBRARY AND INFORMATION SERVICES WILL PROVIDE [Coordinated by the Office of Library and Information Services, the Division of Curriculum and Instruction will provide guidance in the use] access to electronic resources [which] THAT support the [Baltimore County Public Schools'] BCPS' Essential Curriculum [by] THROUGH [maintaining] the Online: The Librarians' Network for the Essential Curriculum [web site] [w]WEB PORTAL of COMMERCIAL DIGITAL CONTENT AND evaluated [w]Web resources. [which comply with the Board Policy and Superintendent's Rule for the selection of instructional materials. The purpose of this [w] Web site is not to be inclusive of all available materials, nor does it claim to prevent students from moving beyond the scope of the web site to materials which have yet to be evaluated.]
3. THE DEPARTMENT OF TECHNOLOGY, THE OFFICE OF LIBRARY INFORMATION SERVICES, AND THE OFFICE OF INSTRUCTIONAL TECHNOLOGY [In collaboration with the Office of Instructional Technology, the Department of Technology will maintain an] SHALL PROVIDE AN effective, safe, and accessible learning environment [by providing] THROUGH STANDARDS AND SELECTION CRITERIA FOR TELECOMMUNICATIONS, PRESENTATION, AND INSTRUCTIONAL HARDWARE AND SOFTWARE [guidance in the selection and use of hardware and administrative software.]
- [4. In collaboration with the Department of Technology, the Office of Instructional Technology will maintain an effective, safe, and accessible learning environment by providing guidance in the selection and use of instructional hardware.]
4. Employees shall supervise students when using telecommunications in [Baltimore County Public Schools] BCPS.
5. Employees shall instruct students in the appropriate, legal, ethical, and safe use of telecommunications.
- [6. Parents/guardians will be requested to discuss the terms and conditions of the Telecommunications Acceptable Use Policy for Students, with their child. The policy is distributed annually to parents/guardians and students in the Student Handbook.]

[7. Parents/guardians will be requested to discuss the terms and conditions of the Telecommunications Acceptable Policy for Students with their child. The policy is distributed annually to parents/guardians and students in the Student Handbook.]

[8]6. In order to comply with the Children’s Internet Protection Act (CIPA), computer software/hardware which attempts to filter abusive, libelous, obscene, offensive, profane, threatening, sexually explicit, pornographic, or illegal material must be accessible on all employee computer networks with telecommunications capability before use by employees AND APPROVED NON-EMPLOYEES.

[I Employees AND APPROVED NON-EMPLOYEES shall comply with related Board Policies and Superintendent’s Rules below:

1110 – Community Relations – Communication with the Public

4005 – Personnel – General – Dating or Sexual Relations Between Staff and Students

4115 – Personnel – Professional – Responsibilities, Duties, and Code of Ethics

6163.2- Instruction – Selection of Instructional Materials

6166 –Instruction – Telecommunications Access to Electronic Information, Services, and Networks

8363 – Ethics Code – Conflict of Interest

8365 – Ethics Code – Lobbying Disclosure]

I. All school or system level [w] Web [pages] SITES shall contain or link to the following disclaimer:

The [Baltimore County Public Schools] BCPS does not guarantee the accuracy or quality of information located on the telecommunications networks. We have made every reasonable attempt to ensure that our school system’s [w]Web [pages] SITES are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the BCPS telecommunications policy. The linked

sites are not under the control of the [Baltimore County Public Schools; therefore, BCPS is not responsible for the contents of any linked site, links within the site, or any revisions to such sites. Links from Baltimore County Public Schools'] BCPS [w]Web sites are provided as a convenience and do not imply an endorsement of the linked [w]Web site.

- [J. All school or system level web pages shall contain or link to the following disclaimer:

The [Baltimore County Public Schools] BCPS does not guarantee the accuracy or quality of information located on the telecommunications network. We have made every reasonable attempt to ensure that our school system's web pages are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the BCPS telecommunications policy. The linked sites are not under the control of the [Baltimore County Public Schools] BCPS; therefore, BCPS is not responsible for the contents of any linked sites, links within the site, or any revisions to such sites. Links from [Baltimore County Public Schools'] BCPS' [w] Web sites are provided as a convenience and do not imply an endorsement of the linked [w] Web site.]

- J. Electronic publications, such as employee personal [w]Web [pages] SITES or resumes, shall not be linked to or included as part of any school or system level [w]Web site.

- [L.] K.School or system level [w]Web sites shall not include nor imply endorsement of advertisements, [any] businessES, or productS UNLESS AS AN ESTABLISHED SCHOOL-SPONSORED BUSINESS PARTNERSHIP.

- [M.]L.Technology-based instructional products, such as instructional software, online resources, and computer-based equipment, used for telecommunications shall comply with accessibility standards in order to ensure students with disabilities equivalent access unless doing so would: (1) Fundamentally alter the nature of the instructional activity; (2) Result in undue financial and administrative burdens; or (3) not meet other specifications. [Baltimore County Public Schools'] BCPS' [w]Web publications shall attempt to employ accessibility design standards.

- [N.]M.All communications and publications which are representative of the [Baltimore County Public Schools] BCPS shall comply with Board policies and rules and employ the conventions of STANDARD English or other languages.

[O.]N. Only [Baltimore County Public Schools'] BCPS account managers or designees or the Office of Purchasing and designated staff are authorized to make financial commitments on behalf of the [Baltimore County Public Schools] BCPS. Unauthorized financial commitments made through the use of telecommunications computer networks are not the responsibility of [Baltimore County Public Schools] BCPS.

[P.]O. [Baltimore County Public Schools' procurement cards shall not be used, unless authorized by the Department of Purchasing, to purchase materials, goods, or services offered for sale on any telecommunications computer network or service such as the Internet.]

[Q.]P. The privacy of employee communications, data, and files is neither expressed nor implied. The [Baltimore County Public Schools'] BCPS' system network administrator, [w]Web team, principal, and/or office or school [w]Webmaster may review employee communications, data, and files to maintain system integrity and to monitor appropriate use of the network. Illegal activities will be reported to the appropriate authorities as set forth in the BCPS Critical Response and School Emergency Safety Management Guide.

[R.]Q. The [Baltimore County Public Schools'] BCPS' [system web team] reserves the right to exercise editorial control, set limits on a user's file size storage space, and remove files if the user fails to maintain assigned storage space properly.

[S.]R. [Baltimore County Public Schools] BCPS will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

[T.]S. Employees AND APPROVED NON-EMPLOYEES shall be responsible for ethical behavior when using telecommunications in [Baltimore County Public Schools] BCPS. Acceptable and safe uses of telecommunications are delineated in the Telecommunications Acceptable Use Policy for Employees AND APPROVED NON-EMPLOYEES Form. The terms and conditions are as follows:

1. Employees and APPROVED NON-EMPLOYEES shall:
  - a. Use telecommunications for educational purposes only as set forth above in Section A.
  - b. Communicate with others in a courteous and professional manner.

- c. Comply with privacy rights of all persons.
  - d. Comply with copyright laws and intellectual property rights of others.
  - e. Comply with related Board Policies and Superintendent's Rules as set forth above in Section E.
  - f. Report to the office head/principal or designee receipt of [e-mail] ELECTRONIC messages which threaten to endanger the safety of students, employees, or other persons.
  - g. Agree to the review of employee communications, data, TEXT, and files by the system network administrator, [w]Web team, principal, and/or office or school [w]Webmaster .
  - h. Report to the office head/principal or designee any suspected violations of Policies and Rules 4006 and 6166.
  - i. SAFEGUARD CONFIDENTIAL INFORMATION AVAILABLE TO THEM.
2. Employees AND APPROVED NON-EMPLOYEES shall not:
- a. Use the BCPS telecommunications network for personal reasons.
  - b. Bypass the school system's filtering proxy server.
  - c. Access or distribute abusive, harassing, BULLYING, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material.
  - d. Use telecommunications for lobbying, commercial, or illegal purposes.
  - e. Knowingly enter unauthorized computer networks or software to tamper or destroy data.
  - f. Install [personal] UNAUTHORIZED software on computers.

- g. Incur unauthorized financial obligation to the [Baltimore County Public Schools] BCPS. [or use the Baltimore County Public Schools' procurement card to purchase materials, goods, or services offered for sale on the Internet.]
- h. Share [confidential] passwords to access BCPS computer networks, services, and/or information resources.
- i. Use telecommunications in any other manner that would violate Board policy and rules.

[U.]T. Employees AND APPROVED NON-EMPLOYEES shall comply with the terms and conditions of the Telecommunications Acceptable Use Policy for Employees AND APPROVED NON-EMPLOYEES Form. Failure to comply shall result in disciplinary action up to and including termination.

[V.]U. ALL EMPLOYEES AND APPROVED NON-EMPLOYEES WILL RECEIVE A COPY OF THIS RULE AND COMPLY COMMENSURATE WITH THEIR LEVEL OF TELECOMMUNICATIONS ACCESS. THESE ARE:

[The Department of Professional Development shall coordinate and facilitate a compliance and training program regarding acceptable and safe use and administration of the telecommunications policies and rules as described herein. Employees must complete the compliance and/or training commensurate with the level of telecommunications access. These are:]

1. Level 1: Access to the Internet [and Intranet]

Employees AND APPROVED NON-EMPLOYEES shall document compliance by receipt and review of the Acceptable Use Policy for Employees AND APPROVED NON-EMPLOYEES Form (Series 4006, Form A). Refer to item "E" in this rule for filing instructions.

2. Level 2: Access to E-mail

Employees AND APPROVED NON-EMPLOYEES shall document compliance by receipt and review of the BCPS Electronic Mail Application Form (Series 4006, Form C). The Department of Technology shall retain all signed application forms. [School-based staff shall receive on-site training by the computer liaison; office-based staff and school-based computer liaisons shall receive training at the Professional Development Center.]



3. Level 3: Access to [w]Web Posting/Publishing

Employees AND APPROVED NON-EMPLOYEES shall document compliance by receipt and review of the BCPS [w]Webmaster Roles and Responsibilities (Series 4006, Form B). The Department of Technology shall retain all signed forms. School- and office-based [w]Webmaster shall attend annual informational meetings conducted by the BCPS [w]Web team.

[W.]V.BCPS employees shall work with Office OF INVESTIGATIONS AND RECORDS MANAGEMENT [law enforcement] to support the identification, termination, and prosecution of TELECOMMUNICATIONS VIOLATIONS [computer crimes] suspected/committed by students and staff. [using technology resources in BCPS.]

[X.]W.Employees shall respond to [computer crimes] THE PROCEDURES as set forth in the *BCPS Critical Response and School Emergency Safety Management Guide*. [Critical responses to ensure integrity of digital information, transactions, and time footprints are as follows:

1. Preservation of Computer Crime Evidence: Perpetrator's Computer

- a. Do not attempt to access computer files, documents, and/or programs. If the computer is on, do not turn it off. If the computer is off, do not turn it on.
- b. Notify immediate supervisor, administrator, and School Resource Officer (SRO). If the SRO is not available, contact 911 for an officer to respond.
- c. If the computer is on, the School Resource Officer or the responding officer will first photograph the screen and then unplug the computer's electrical source from the rear of the computer only. Note the date and time the computer was unplugged.
- d. Do not move the computer, disconnect any peripherals, wires, or network connections. Isolate and secure the computer in its present location until seized by the investigating officer.

2. Preservation of Computer Crime Evidence: Victim's/Receiver's Computer

- a. Make a hard copy of the evidence including header information.
- b. Save a digital copy on disk and hard drive.
- c. Notify immediate supervisor, administrator, and the School Resource Officer (SRO). If the School Resource Officer is not available, contact 911 for an officer to respond.]

[Y. Under the direction of the Department of Technology and the Office of Library Information Services, this policy and rule shall be reviewed in accordance with Rule 8130 – Internal Board Policies: Organization, Formulation.]

LEGAL REFERENCES:

47 U.S.C. §254(h) (Children’s Internet Protection Act)  
18 U.S.C. §§2701-2711 (Electronic Communications Privacy Act)  
20 U.S.C. §794d (Section 508 of the Rehabilitation Act of 1973)  
COMAR 13A.05.02.13H  
COMAR 13A.05.04.01  
COMAR 13A.08.01.11  
COMAR 13A.08.01.14

RELATED POLICIES:

BOARD OF EDUCATION POLICY 1100  
BOARD OF EDUCATION POLICY 1110  
BOARD OF EDUCATION POLICY 4008  
BOARD OF EDUCATION POLICY 4115  
BOARD OF EDUCATION POLICY 8363

Superintendent of Schools

Rule

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