

Title: Acceptable Use Of Technology For Employees

Reference: II.23.21

A. Purpose

Provide a statement supporting the access to information resources and opportunities for collaboration that will provide educational benefit for employees.

B. Background

The District realizes that the 21st century student must learn and adapt to the changing methods of digital communications. The importance of employees, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. To this end, the District has developed guidelines to provide direction for employees when using technology resources.

C. Definitions

1. Acceptable use of Technology
 - a. Activities that support learning.
 - b. Incidental personal use of technology resources is permitted as long as such use:
 - I. does not interfere with the employee's job responsibilities and performance.
 - II. does not interfere with District operations or other users.
 - III. does not violate this policy or any other District policy or procedure.
2. Unacceptable use of Technology includes, but is not limited to:
 - a. Violating the rights to privacy of students or employees of Caroline County Public Schools or others outside the school system.
 - b. Profanity, obscenity, or other language that may be offensive to another user.
 - c. Reproduction of materials in violation of copyright law.
 - d. Installing or distributing software or electronic files in violation of licensing.
 - e. Plagiarizing: which is the taking of another's words, ideas, or findings and presenting them without properly crediting or citing their source.

- f. Acquiring financial gain and/or any other commercial or illegal activity.
 - g. Degrading or disrupting system performance or unauthorized entry into and/or destruction of computer systems and files, including bypassing filtering systems.
 - h. Publicly re-posting personal communications without the author's prior consent.
 - i. Revealing home phone numbers, addresses, or other personal information about students.
 - j. Revealing home phone numbers, addresses, or other personal information about other employees without consent.
 - k. Unauthorized purchases using the Caroline County Board of Education name and/or its auspices.
 - l. Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offend or tend to degrade or offend others.
3. Digital Communication – Electronic transmission of information.
 4. District – Caroline County Public School System
 5. Online Registration Tool – Database provided by the District by which employees provide location and logon information for personally authored electronic resources used with students for instruction.
 6. Personal Electronic Device (PED) - any device which electronically communicates, sends, receives, stores, reproduces or displays audio, video and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, music and media players, gaming devices, tablets, laptop computers and personal digital assistants.
 7. Electronic Resource - Information (such as a file or website) which can be stored on digital media.
 8. Employee – Any agent of the District, either paid or volunteer
 9. Employee AUP – Acceptable Use Of Technology For Employees

D. Procedures

1. Network Responsibility Provisions

The Board of Education of Caroline County will provide access to the District's electronic communication and data management systems, including without limit, its telephone system, computer networks, electronic mail systems, videoconferencing systems, and its Internet and intranet access. The District makes no express or implied warranties for those resources. Caroline County Public Schools cannot completely eliminate access to information that is offensive or illegal and residing on networks outside of the District. The accuracy and quality of information obtained cannot be

guaranteed. The District will not guarantee the availability of access to the Internet and will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

2. Privacy Statement

Information sent or received cannot be assured to be private. All communications are discoverable in litigation and under the Maryland's Public Information Act ["PIA"], Title 10, Subtitle 6, Part III of the State Government Article ("SG").

3. Email, Passwords and Data Access

- a. All emails, files or other content received by, sent through, or generated by computers using the district network are subject to review by the district. Emails are archived for a period of 3 years.
- b. Employees will not provide access to their email accounts to others.
- c. Employees who are transferring positions or leaving positions must surrender all student data files, regardless of form.
- d. Individual passwords are confidential and must not be shared.
 - I. If an employee's password is learned by another employee, the password should be changed immediately.
 - II. An employee is responsible for all activity performed using the employee's password.
 - III. No employee should attempt to gain access to another employee's documents without prior express authorization.
 - IV. An active computer or other electronic communication device with access to private data must not be left unattended and must be protected by password protected screen savers or other security measures.

E. Digital Communication

1. Professional (Classroom) Use Of Digital Communication

- a. Employee created electronic resources posted on the Internet must have the Internet site registered with the District using the online registration tool. Any resource that is restricted or password protected must have a full read-only logon name and password registered.
- b. Content and use must adhere to acceptable and unacceptable uses as defined in District Policy.

- c. Internet based content must contain a disclaimer to indicate that views expressed are that of the employee or student, and do not necessarily reflect the views of the District.
- d. Online behavior should reflect the same standards of honesty, respect, and consideration that is used face-to-face. What is inappropriate in the classroom should be deemed inappropriate online.
- e. Employees must not use official district or school logos without the permission of the Superintendent or authorized designee.
- f. Employees are personally responsible for the content they publish online.
- g. Employees may request a review by Building Administrators to have sites that are blocked or filtered unblocked when supporting evidence is submitted for educational use for the sites.

2. Personal Use Of Digital Communication

- a. The decision to use any form of digital communication for personal use is at the employee's discretion. The district does not affirmatively monitor employee use of such tools, however, the district may take appropriate action when it becomes aware of, or suspects, conduct or communication that adversely affects the workplace or violates applicable professional codes of ethics.
- b. Content and use must adhere to acceptable and unacceptable uses as defined in District Policy.
- c. Employees should never communicate with students through the use of personal social networking sites except in the case of family members.
- d. Student images should not be included on personal social networking sites.
- e. Employees should not represent themselves as acting on behalf of the District by the use of the District's name or logos as part of login identifications or user names in personal digital communication.
- f. Employees should not discuss students, their families or their coworkers in personal digital communication.

F. Professional Standards of Conduct

- 1. All District employees are required to abide by State and Federal law, District Policy, this Employee AUP, and ethical standards when communicating with students and other employees, regardless of whether such communication takes place on campus, during instructional time, through use of the System, or not. District employees shall recognize these laws and regulations apply to any

and all communication with students and other employees, including, but not limited to, use of email, social networking sites, cell phones, other PEDs, and text messaging.

2. Conduct that disrupts the mission of the District, compromises the dignity of the profession, does not respect and obey the law, does not demonstrate integrity, does not exemplify honesty, that constitutes moral turpitude or any other conduct in violation of Board Policies may result in disciplinary action by the District and/or referral to law enforcement agencies.

F. Date Effective: February 1, 2012

G. Date Adopted: November 1, 2011