



Telecommunications Access to Electronic Information, Services, and Networks

- A. Baltimore County Public Schools (BCPS) provides equipment with telecommunications capabilities to access electronic networks for educational purposes only.
 - 1. Educational purposes are defined as those tasks performed by students which are directly related to BCPS' curricular assignments, projects, or research. 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 received via radio, television, cable, microwave, telephone, computer systems, networks, copiers, scanners, and fax machines.
- B. The BCPS' telecommunications network is a "closed forum" for district use only and to transmit information to the public. The system reserves the right to exercise editorial control over all electronic publications and communications on all BCPS' telecommunications equipment and services.
- C. The *Telecommunications Acceptable Use Policy for Students* form (Series 6202, Form A) states the terms and conditions of appropriate and safe use of networks.
- D. The *Telecommunications Acceptable Use Policy for Students* Form is published annually in the BCPS *Student Handbook*. Parents/guardians will be requested to discuss with their child the terms and conditions of the Telecommunications Acceptable Policy for Students that is published annually in the Student Handbook. Parents/guardians may agree to or "opt out" of the terms and conditions specific to privacy protocols and intellectual property in electronic format including but not limited to Web sites, pod casts, photographs, and The Education Channel broadcasts, as well as commercial news broadcast media.
- E. BCPS will employ processes which attempt to ensure that the Internet is a safe and accessible learning environment as follows:

RULE 6202

1. The Office of Library and Information Services will provide access to electronic resources that support the BCPS' Essential Curriculum through the Online: The Librarians' Network for the Essential Curriculum Web Portal of Commercial Digital Content and evaluated Web resources.
 2. The Department of Technology, the Office of Library Information Services, and the Office of Instructional Technology shall provide an effective, safe, and accessible learning environment through standards and selection criteria for telecommunications, presentation, and instructional hardware and software.
 3. The system level Web team will provide guidance and support to office/school Webmasters in the design, content, and development of Web sites that comply with Board Policies and Superintendent's Rules.
 4. Employees shall supervise students when using telecommunications in 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.
 7. In order to comply with the Children's Internet Protection Act (CIPA), computer software which attempts to filter abusive, libelous, obscene, offensive, profane, threatening, sexually explicit, pornographic, or illegal material must be accessible on all student computer networks with telecommunications capability before use by students.
- F. BCPS will not be responsible for unauthorized financial obligations incurred by students resulting from the use of the telecommunications in BCPS.
- G. BCPS does not guarantee the accuracy or quality of information located on remote networks.
- H. Students shall be held responsible for appropriate behavior as specified by the terms and conditions in the *Telecommunications Acceptable Use Policy for Students* Form (Series 6202, Form A). These terms and conditions are not

intended to be all-inclusive, but should serve as a reference for appropriate and safe use of telecommunications:

1. Students shall:
 - a. Use the BCPS telecommunications for educational purposes only.
 - b. Communicate with others in a courteous and respectful manner.
 - c. Maintain the privacy of an individual's personal information such as address, phone number, password(s), and respect the same privacy of others.
 - d. Use only telecommunication accounts and passwords provided by BCPS.
 - e. Report any incident of harassment to the supervising employee.
 - f. Comply with copyright laws and intellectual property rights of others.
 - g. Agree to the review of student communications, data, and files by the Baltimore County Public Schools.
 - h. Report violation of this *Telecommunications Acceptable Use Policy* to the supervising employee.

2. Students shall not:
 - a. Knowingly enter unauthorized computer networks or software to tamper or destroy data.
 - b. Bypass the school system's filtering server.
 - c. Access or distribute abusive, harassing, bullying, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material.
 - d. Install unauthorized software on computers.

- e. Use telecommunications for commercial, purchasing, or illegal purposes.
 - f. Use telecommunications in any other manner that would violate the school board's disciplinary policies.
- I. Responding to requests for additional information about a student is the responsibility of the principal or designee who shall comply in accordance with the Code of Maryland Regulations (COMAR) 13A.08.02.
- J. BCPS shall not enter into any contract for telecommunications and/or information services where student directory information will be collected by the vendor for purposes not approved by BCPS. All requests by vendors for student directory information will be processed in accordance with Superintendent's Rule 5230.
- K. BCPS shall permit photographs, videos, and/or sound recordings of student(s) taken during school-sponsored activities and/or learning experiences to appear in but not limited to, a school or system-level Web site, pod cast, video production, The Education Channel production or broadcast, and commercial news broadcast media.

If the parents/guardians do not want their child to be photographed, videotaped, and/or audiotaped and/or his/her child's first and surname used in any of the above mentioned media, the parents/guardians will have the opportunity to "opt out" as outlined in the *BCPS Student Handbook* by annually submitting a written notice to the school principal.

- L. The BCPS shall publish/produce student's intellectual property created during school-sponsored activities and/or learning experiences to appear in, but not limited to, a school or system level Web site, pod cast, video production, The Education Channel production or broadcast, and commercial news broadcast media. Identification of a student's intellectual property shall appear in the following manner:

Individual Student – First name and surname

Group of Students – Group name with the exception of labeling that would identify students' intellectual level, such as "Ms. Jones' Special Education or gifted and talented (G/T) class."

If the parents/guardians do not want their child's intellectual property to be published/produced in the above mentioned media, the parents/guardians will have

the opportunity to “opt out” as outlined in the *BCPS Student Handbook* by annually submitting a written notice to the school principal.

- M. Students’ resumes shall not be linked to or included as part of any school or system level Web site.
- N. Electronic publications, such as student personal Web pages, shall not be linked to or included as part of any school or system level Web site.
- O. Electronic publications and productions created by students may be linked to or included as part of any school or system level Web site provided that they:
 - 1. Are reviewed and approved by the principal’s designee Webmaster.
 - 2. Comply with the guidelines for Web publishing as specified in the *Webmaster Roles and Responsibilities Agreement* form (Series 4006, Form B).
 - 3. Comply with the Superintendent’s Rule 1110, Communication with the Public.
- P. All school or system level Web pages shall contain or link to the following disclaimer:

The 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 Web sites are educationally sound and do not contain links to 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 BCPS’ Web sites are provided as a convenience and do not imply an endorsement of the linked Web site.

- Q. All school or system level Web sites which are representative of the BCPS shall comply with Board policies and rules and employ the conventions of Standard English or other languages.

- R. BCPS' network storage areas shall be treated like school lockers, as they are property of BCPS. The privacy of student communications, data, and files is neither expressed nor implied. BCPS may review student 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.

- S. Students shall comply with the terms and conditions of the *Telecommunications Acceptable Use Policy for Students* form (Series 6202, Form A). Students who fail to comply shall be disciplined according to the procedures set forth in the BCPS' *Student Handbook*.

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. §1232g (Family Educational Rights and Privacy Act)
20 U.S.C. §794d (Section 508 of the Rehabilitation Act of 1973)
Annotated Code of Maryland, Education Article §7-305
Annotated Code of Maryland, Education Article §7-308
Annotated Code of Maryland, Education Article §26-101
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 5550
Board of Education Policy 5570
Board of Education Policy 5660

Rule

Superintendent of Schools

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