

Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

**Policy Statement #5440 (Business) of the Board of Education Regarding  
Use of Copying Equipment**

- I. Purpose
  - A. To focus the use of copying equipment owned/leased by Calvert County Public Schools to those activities that further the mission of the school system
- II. Definition
  - A. Personal Use - Any use not directly related to the mission of Calvert County Public Schools or to an employee's job responsibilities
  - B. Outside Organizations - Organizations and groups other than Calvert County Public Schools, including churches, civic groups, community associations, and recreational programs
- III. Policy Statement
  - A. Copying equipment is owned/leased and operated by Calvert County Public Schools for the express purpose of furthering its mission and is therefore not generally available for personal use or use by outside organizations.
- IV. Delegation of Authority
  - A. The Superintendent is directed to develop administrative procedures to implement this policy in accordance with all local policies and local, state and federal laws and regulations and to communicate this policy and accompanying procedures to all relevant parties.
- V. Exceptions
  - A. There are no exceptions to this policy. However, the Board, by majority vote, may temporarily suspend all or part of this policy. Suspension of all or part of this policy, however, in no way relieves the Board of its obligation to comply with the pertinent local, state and federal laws and regulations or the rules and regulations of the Maryland State Board of Education and the Maryland State Department of Education.
- VI. Review
  - A. This policy will be reviewed at the end of four years, or sooner, if approved by majority vote of the Board of Education in public session.
- VII. Effective Date
  - A. This policy is effective October 11, 2018.

Citations

State Law:

State Reg.:

Business #5440

Originally Adopted: 8/12/04

Revised: 8/9/07; 9/9/10; 9/11/14; 10/11/18

Page 1 of 2

Federal Law:  
Adm. Reg.: