

**Policy Statement # 2718 (Instruction) of the Board of Education Regarding
Responsible and Appropriate Use of Computer Systems and Other Electronic Communication Media**

I. Purpose

- A. To promote intellectual development, enhanced communications, and effective job performance while using Internet resources, electronic communication media, and Calvert County Public Schools (CCPS) computer systems
- B. To ensure that CCPS computer systems are used in a responsible, appropriate, ethical, legal and safe manner and are accessible to individuals with disabilities
- C. To ensure the security of all elements of CCPS computer systems
- D. To establish standards for using electronic communication media
- E. To ensure compliance with relevant federal, state and local laws

II. Definitions

- A. Computer systems – All hardware, software, and related technology including networks, wiring, and communications equipment such as handheld devices and portable computers
- B. Educational or employment-related purposes – Those actions directly promoting the educational, instructional, administrative, business, and support services mission of CCPS and related to any instruction, project, job, work assignment, task, or function for which the user is responsible
- C. Electronic communication media – This includes any media used to communicate electronically, including computers, hand-held devices, the Internet, and websites, whether the media is owned, leased, or not owned by CCPS
- D. Guest Network – A CCPS network designed for temporary personal and/or professional use by visitors and students using personal device
- E. Staff – All employees and temporary employees of the Calvert County Public Schools
- F. Student – Any individual, child or adult, receiving educational services from CCPS

III. Policy Statement

- A. The Board of Education recognizes that CCPS computer systems and other electronic communication media may be used as tools for innovation in teaching, learning, working, and communicating because they provide a gateway to a broad array of instructional and work resources. The use of computer systems and electronic communication media has become integral to the way staff and students teach, work, and learn. The Board of Education recognizes the potential for computer systems and other electronic media to be used in unethical or illegal ways which causes the disruption of productivity or compromises ways that may compromise the safety or

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health of our students and staff, disrupt productivity, or compromise the integrity or confidentiality of data. Use of these computer systems and other electronic communication media for purposes other than for which they were intended is prohibited.

- B. The Board of Education respects the unique needs of our students and community. There is a commitment to ensuring the accessibility of the web content to individuals with disabilities.
- C. Responsibility for ethical behavior rests with all individuals who use school system computer systems and other electronic communication media resources. This includes employees, students, visitors, volunteers, and others who utilize school system technology.
- D. The Board directs that procedures be in place to ensure that computer systems and electronic communications media are used for educational and employment-related purposes and in ways that are consistent with the vision, mission, and goals of the Calvert County Public Schools.

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. The Board may temporarily suspend all or part of this policy. Suspension of all or part of this policy 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 three years or sooner, if approved by majority vote of the Board of Education in public session.

VII. Effective Date

- A. This policy is effective April 8, 2021.

Citations

State Law:

State Reg.: COMAR 13A. 08.02.03

Federal Law: 47 USC 254(h); 20 USC 1232g (Family Educational Rights and Privacy Act); Pub. L No. 106-554 (Children's Internet Protection Act); Subpart 4 of Part D of Title IIg of the Elementary and Secondary Education Act

Adm. Reg.:

Neg. Agr.:

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Other Citation:

Related Policies

1100 Communications

1118 Discrimination

1630 Copyrighted Materials

1740 Ethics

1920 Records Retention and Disposition

3610 Students Rights and Responsibilities

6026 Protection of Privacy Under Title II of the Health Insurance Portability and Accountability Act of 1996

6040 Personnel Files

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