

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

I. Purpose

- A. To promote intellectual development, enhanced communications, and effective job performance while using Internet resources, electronic communications, 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 communications.
- E. To ensure compliance with relevant federal, state, and local laws.

II. Definitions

- A. Computer Systems – All hardware, software, and related technology including wired and wireless networks, and communications equipment such as mobile devices and laptops.
- 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 Communications – This includes any media used to communicate electronically, including computers, mobile devices, the Internet, and software, whether the media is owned/leased or not owned/leased by CCPS.
- D. Staff – All regular, contracted, and temporary employees of CCPS.
- E. 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 communications 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 communications 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 communications to be used in unethical or illegal ways which may disrupt productivity, compromise the safety or health of our students and staff, and risk the integrity of confidential data. Use of these computer systems and other electronic communications for purposes other than 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 hardware, web content, and software applications to individuals with disabilities.
 - C. Responsibility for ethical behavior rests with all employees, students, visitors, volunteers, and others who utilize school system technology and other electronic communications.
 - D. The Board directs that procedures be in place to ensure that computer systems and electronic communication are used for educational and employment-related purposes and in ways that are consistent with the vision, mission, and goals of Calvert County Public Schools.
 - E. By using the school system’s computer systems and electronic communications, users acknowledge their understanding and commitment to comply with this policy and its corresponding procedures.
- 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 12, 2024.

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.:

Other Citation:

Related Policies

Instruction #2718

Originally Adopted: 10/11/2007

Revised: 12/9/10; 12/05/13; 2/12/14; 11/09/17; 4/8/21; 4/12/24

- 1100 Communications
- 1018 Antiracism1118 Discrimination
- 1630 Copyrighted Materials
- 1740 Ethics
- 1750 Employee Discipline
- 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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Page **3** of **3**