Baltimore County Public Schools

Date: February 11, 2003

To: Board of Education

From: Dr. J. Hairston, Superintendent

Subject: Telecommunications Policies and Rules 4006 and 6166
Policy 4006 – Personnel – General
Telecommunications Access to Electronic Information, Services, and Networks
Policy 6166 – Instruction:
Telecommunications Access to Electronic Information, Services, and Networks

Originator: Christine Johns, Deputy Superintendent, Curriculum & Instruction

Resource Staff: Ron Boone, Executive Director, Federal & State Programs
Della Curtis, Coordinator, Library Media

Recommendation
That the Board of Education will review and approve
Telecommunications Policies and Rules 4006 and 6166
Policy 4006 – Personnel – General
Telecommunications Access to Electronic Information, Services, and Networks
Policy 6166 – Instruction:
Telecommunications Access to Electronic Information, Services, and Networks

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Baltimore County Public Schools

Telecommunications
Policies and Rules
Proposed Revision
February 2003

4006 - Personnel - General

Rule 4006 - Personnel - Telecommunications Access to Electronic Information Services, and Networks

FORMS Series 4006
- 4006-A Telecommunication: Acceptable Use Policy for Employees
- 4006-B Webmaster Roles and Responsibilities
- 4006-C Electronic Mail Application Form

Policy 6166 - Instruction - Telecommunications Access to Electronic Information Services, and Networks

Rule 6166 - Instruction - Telecommunications Access to Electronic Information, Services, and Networks

FORMS Series 6166
- 6166-A Telecommunication: Acceptable Use Policy for Students
- 6166-B Permission to Publish Intellectual Property on the Internet or BCPS Intranet
- 6166-C Parent/Guardian/Student Consent and Release Agreement for an Educational Channel Production
- 6166-D Permission to Publish Student Group Photograph or Video on the Internet or BCPS Intranet
- 6166-E Copyright Permission Request
- 6166-F Consent and Release Agreement for the Maryland Interactive Distance Learning Network

Committee

References
Policy 4006

PERSONNEL – General

Telecommunications Access to Electronic Information, Services, and Networks

The Board of Education of Baltimore County recognizes that as telecommunications and other new technologies change the ways that information may be accessed, communicated, and transferred by members of society, those changes provide new opportunities and responsibilities for employees. The Board supports access by employees to information resources along with the development of appropriate skills to access, evaluate, and use these resources for assignments, projects, or job responsibilities.

FOR THE PURPOSES OF THIS POLICY AND RULE, EMPLOYEES SHALL BE DEFINED AS ANY AND ALL INDIVIDUALS EMPLOYED BY THE BOARD OF EDUCATION OF BALTIMORE COUNTY IN ANY POSITION, INCLUDING PART TIME AND TEMPORARY ASSIGNMENTS. As employees learn to use telecommunications technologies, it is expected they will apply them in appropriate ways to the performance of tasks associated with their responsibilities and positions.

The Board of Education expects that employees will act in a considerate and responsible manner as specified in the Telecommunications Acceptable Use Policy for Employees Form (Series 4006, Form A). All employees are required to sign the Telecommunications Acceptable Use Policy for Employees Form (Series 4006, Form A) prior to using telecommunications in Baltimore County Public Schools.

The Board of Education authorizes the Superintendent to develop appropriate procedures for implementing this policy, to review and evaluate its effect on student achievement and employee productivity, and to develop appropriate discipline procedures.

Also see Board policies, 1100, 1110 Community Relations; 4005, 4115 Personnel; 8363 Ethics Code.

Policy adopted: 6/9/97
REvised: February 2003

Board of Education of Baltimore County
Rule 4006

Personnel

Telecommunications Access to Electronic Information, Services, and Networks

A. Baltimore County Public Schools provide computer equipment with telecommunications capabilities to access electronic networks for educational purposes only.

1. Educational purposes are defined as those tasks performed by employees who are directly related to Baltimore County Public Schools' positions, job responsibilities, mission, and goals. No personal use of any kind is permitted.

2. Telecommunications refers to any electronic device that uses, manages, carries, or supports audio, video, or data and includes, but is not limited to, information transmitted or received via radio, television, cable, microwave, telephone, computer systems, networks, and fax machines.

B. The Baltimore County Public Schools' telecommunications network is a "closed forum" for system use only and to transmit information to the public. BCPS reserves the right to exercise editorial control over all electronic publications and communications on all Baltimore County Public Schools' telecommunications equipment and services.

C. The BCPS System Web Team shall manage the school system web development by providing web content standards, quality control measures, support to school/office web masters, and compliance with BCPS Telecommunications Policies and Rules.

D. Employees who represent the school system through the web publishing medium shall post all school or office websites on the BCPS network server. No commercial hosting is permitted.
E. The Telecommunications Acceptable Use Policy for Employees Form (Series 4006, Form A) must be signed by all employees prior to their use of telecommunications in Baltimore County Public Schools. This signed document is an agreement by the employee to comply with the terms and conditions of appropriate and safe use of telecommunications. It is a legal, binding contract that is kept on file as a part of the employee's personnel record. [by the principal/office head]

1. The Department of Human Resources will retain the Acceptable Use Policy for Employees Form (Series 4006, Form A) for all, centrally hired employees.

2. The principal/office head will retain the Acceptable Use Policy for Employees Form (Series 006, Form A) for all locally hired employees.

F. Employees who use telecommunications in Baltimore County Public Schools without having a signed Telecommunications Acceptable Use Policy for Employees Form (Series 4006, Form A) on file are in violation of Board Policy and subject to disciplinary action. Principals/office heads are responsible for determining when part-time or temporary employees shall have access to telecommunications and for assuring that said employees have satisfied the BCPS compliance.

G. [DELETE: Employees who change their work location within Baltimore County Public Schools must renew the Telecommunications Acceptable Use Policy for Employees Form at their new site with their new principal/office head.]

G. Employees designated as Webmaster to coordinate and monitor electronic publications, such as a school or office web site, shall comply with the Webmaster Roles and Responsibilities Form (Series 4006, Form B) and indicate their understanding of the terms and conditions by signing the Webmaster Agreement Form (Series 4006, Form B).

H. Baltimore County Public Schools will employ processes which attempt to ensure that the Internet is an effective, safe, and accessible instructional resource as follows:

1. 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.
2. Coordinated by the Office of Library and Information Services, the Division of Curriculum and Instruction will provide guidance in the use of electronic resources which support the Baltimore County Public Schools' Essential Curriculum by maintaining the ONLINE: THE LIBRARIANS' NETWORK FOR THE ESSENTIAL CURRICULUM web site of evaluated resources which comply with the [Superintendent's Rule 6163.2 - Selection of Instructional Materials.] Board policy and Superintendent's rule for the selection of instructional materials. The purpose of this web site is not to be inclusive of all available materials, nor does it claim to prevent students from moving beyond the scope of the web site to materials which have yet to be evaluated.

3. In collaboration with the Office of Instructional Technology, the Department of Technology will maintain an effective, safe, and accessible learning environment by providing guidance in the selection and use of hardware and administrative software.

4. In collaboration with the Department of Technology, the Office of Instructional Technology will maintain an effective, safe, and accessible learning environment by providing guidance in the selection and use of instructional software.

5. Employees shall supervise students when using telecommunications in Baltimore County Public Schools.

6. Employees shall instruct students in the appropriate, legal, ethical, and safe use of telecommunications.

7. Parents/guardians will be requested to discuss the terms and conditions of the Telecommunications Acceptable Use Policy for students with their child. The policy is distributed annually to parents/guardians and students in the Student Handbook.

8. In order to comply with the Children's Internet Protection Act (CIPA), computer software/hardware which attempts to filter abusive, libelous, obscene, offensive, profane, threatening, sexually explicit, pornographic, or illegal material must be accessible on all employee computer networks with telecommunications capability before use by employees.
I. Employees shall comply with related Board Policies and Superintendent's Rules below:

1110 - Community Relations - Communication with the Public

4005 - Personnel - General - Dating or Sexual Relations Between Staff and Students

4115 - Personnel - Professional - Responsibilities, Duties, and Code of Ethics

6163.2 - Instruction - Selection of Instructional Materials

6166 - Instruction - Telecommunications Access to Electronic Information, Services, and Networks

8363 - Ethics Code - Conflict of Interest

8365 - Ethics Code - Lobbying Disclosure

J. All school or system level web pages shall contain or link to the following disclaimer:

THE BALTIMORE COUNTY PUBLIC SCHOOLS DOES NOT GUARANTEE THE ACCURACY OR QUALITY OF INFORMATION LOCATED ON TELECOMMUNICATIONS NETWORKS. We have made every reasonable attempt to ensure that our school system's web pages are educationally sound and do not contain links to any questionable material or 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 BALTIMORE COUNTY PUBLIC SCHOOLS' WEB SITES ARE PROVIDED AS A CONVENIENCE AND DO NOT IMPLY AN ENDORSEMENT OF THE LINKED WEB SITE.

K. Electronic publications, such as employee personal web pages or resumes, shall not be linked to or included as part of any school or system level web site.
L. School or system level web sites shall not include nor imply endorsement of advertisements, any business, or product.

M. TECHNOLOGY-BASED INSTRUCTIONAL PRODUCTS, SUCH AS INSTRUCTIONAL SOFTWARE, ONLINE RESOURCES, AND COMPUTER-BASED EQUIPMENT, USED FOR TELECOMMUNICATIONS SHALL COMPLY WITH ACCESSIBILITY STANDARDS IN ORDER TO ENSURE STUDENTS WITH DISABILITIES EQUIVALENT ACCESS UNLESS DOING SO WOULD: (1) FUNDAMENTALLY ALTER THE NATURE OF THE INSTRUCTIONAL ACTIVITY; (2) RESULT IN UNDUE FINANCIAL AND ADMINISTRATIVE BURDENS; OR (3) NOT MEET OTHER SPECIFICATIONS. BALTIMORE COUNTY PUBLIC SCHOOLS' WEB PUBLICATIONS SHALL ATTEMPT TO EMPLOY ACCESSIBILITY DESIGN STANDARDS.

N. All communications and publications which are representative of the Baltimore County Public Schools shall comply with board policies and rules and employ the conventions of standard English or other languages.

N. [Employee resumes shall not be linked to or included as part of any school or system web site.]

O. Only Baltimore County Public Schools' account managers or designees or the Office of Purchasing and designated staff are authorized to make financial commitments on behalf of the Baltimore County Public Schools. Unauthorized financial commitments made through the use of telecommunications computer networks are not the responsibility of Baltimore County Public Schools.

P. Baltimore County Public Schools' procurement cards shall not be used, unless authorized by the Department of Purchasing, to purchase materials, goods, or services offered for sale on any telecommunications computer network or service such as the Internet.

Q. The privacy of employee communications, data, and files is neither expressed nor implied. The Baltimore County Public Schools' [district] SYSTEM NETWORK ADMINISTRATOR, WEB TEAM, PRINCIPAL, AND/OR OFFICE OR SCHOOL Webmaster may review employee 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 as set forth in the BCPS CRITICAL RESPONSE AND SCHOOL EMERGENCY SAFETY MANAGEMENT GUIDE.

R. The Baltimore County Public Schools' [district Webmaster] System Web Team reserves the right to exercise editorial control, set limits on a user's filesize storage space, and remove files if the user fails to maintain
assigned storage space properly.

S. [The Baltimore County Public Schools do not guarantee the accuracy or quality of information located on telecommunications networks.]

T. Baltimore County Public Schools will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

U. Employees shall be responsible for ethical behavior when using telecommunications in Baltimore County Public Schools. Acceptable and safe uses of telecommunications are delineated in the Telecommunications Acceptable Use Policy for Employees Form. The terms and conditions are as follows:

1. Employees Shall:

   A. Use telecommunications for educational purposes only as set forth above in Section A.

   B. Communicate with others in a courteous and professional manner.

   C. Comply with privacy rights of [students and employees] ALL PERSONS.

   D. Comply with copyright laws and intellectual property rights of others.

   E. Comply with related Board Policies and Superintendent’s Rules as set forth above in Section E.

   F. Report to the OFFICE HEAD/principal or designee receipt of e-mail messages which threaten to endanger the safety of students, employees, or other persons.

   G. Agree to the review of employee communications, data, and files by the [district] SYSTEM NETWORK ADMINISTRATOR, WEB TEAM, PRINCIPAL, AND/OR OFFICE OR SCHOOL WEBMASTER.

   H. REPORT TO THE OFFICE HEAD/PRINCIPAL OR DESIGNEE ANY SUSPECTED VIOLATIONS OF POLICY AND RULE 4006 AND 6166.
2. Employees Shall Not:

A. Use the BCPS telecommunications network for personal reasons.

B. Bypass the school system's filtering proxy server.

C. Access or distribute [or receive] abusive, harassing, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material.

D. Use telecommunications for lobbying, commercial, or illegal purposes.

E. [Alter, destroy, or vandalize data, hardware, or software.] Knowingly enter unauthorized computer networks or software to tamper or destroy data.

F. [Abuse network file size limitations.] Install personal software on computers.

G. Incur unauthorized financial obligation to the Baltimore County Public Schools or use the Baltimore County Public Schools' procurement card to purchase materials, goods, or services offered for sale on the Internet.

H. [Publish electronic information which purports to speak for Baltimore County Public Schools without obtaining prior approval as set forth in Superintendent's Rule 1110.]

I. Share confidential passwords to access BCPS computer networks, services, and/or information resources.

J. Use telecommunications in any other manner that would violate Board Policy and Rules.

V. Employees shall comply with the terms and conditions of the Telecommunications Acceptable Use Policy for Employees Form. Failure to comply shall result in disciplinary action up to and including termination.
W. THE DEPARTMENT OF PROFESSIONAL DEVELOPMENT SHALL COORDINATE AND FACILITATE A COMPLIANCE AND TRAINING Program REGARDING ACCEPTABLE AND SAFE USE AND ADMINISTRATION OF THE TELECOMMUNICATIONS POLICIES AND RULES AS DESCRIBED HEREIN. EMPLOYEES MUST COMPLETE THE COMPLIANCE AND/OR TRAINING COMMENSURATE WITH THE LEVEL OF TELECOMMUNICATIONS ACCESS. THESE ARE:

1. LEVEL 1: ACCESS TO THE INTERNET AND INTRANET

EMPLOYEES SHALL DOCUMENT COMPLIANCE BY RECEIPT AND REVIEW OF THE ACCEPTABLE USE POLICY FOR EMPLOYEES FORM (SERIES 4006, FORM A). REFER TO ITEM "E" IN THIS RULE FOR FILING INSTRUCTIONS.

2. LEVEL 2: ACCESS TO EMAIL

EMPLOYEES SHALL DOCUMENT COMPLIANCE BY RECEIPT AND REVIEW OF THE BCPS ELECTRONIC MAIL APPLICATION FORM (SERIES 4006, FORM C). THE DEPARTMENT OF TECHNOLOGY SHALL RETAIN ALL SIGNED APPLICATION FORMS. SCHOOL-BASED STAFF SHALL RECEIVE ON-SITE TRAINING BY THE COMPUTER LIAISON; OFFICE-BASED STAFF AND SCHOOL-BASED COMPUTER LIAISONS SHALL RECEIVE TRAINING AT THE PROFESSIONAL DEVELOPMENT CENTER.

3. LEVEL 3: ACCESS TO WEB POSTING/PUBLISHING

EMPLOYEES SHALL DOCUMENT COMPLIANCE BY RECEIPT AND REVIEW OF THE BCPS WEBMASTER ROLES AND RESPONSIBILITIES (SERIES 4006, FORM B). THE DEPARTMENT OF TECHNOLOGY SHALL RETAIN ALL SIGNED FORMS. SCHOOL AND OFFICE-BASED WEB MASTERS SHALL ATTEND ANNUAL, INFORMATIONAL MEETINGS CONDUCTED BY THE BCPS WEB TEAM.

X. BCPS EMPLOYEES SHALL WORK WITH LAW ENFORCEMENT TO SUPPORT THE IDENTIFICATION, TERMINATION, AND PROSECUTION OF COMPUTER CRIMES SUSPECTED/COMMITTED BY STUDENTS AND STAFF USING TECHNOLOGY RESOURCES IN BCPS.
Y. Employees shall respond to computer crimes as set forth in the BCPS Critical Response and School Emergency Safety Management Guide. Critical responses to ensure integrity of digital information, transactions, and time footprints are as follows:


   A. Do not attempt to access computer files, documents, and/or programs. If the computer is on, do not turn it off. If the computer is off, do not turn it on.

   B. Notify immediate supervisor, administrator, and School Resource Officer (SRO). If the SRO is not available, contact 911 for an officer to respond.

   C. If the computer is on, the School Resource Office or the responding officer will first photograph the screen and then unplug the computer’s electrical source from the rear of the computer only. Note the date and time the computer was unplugged.

   D. Do not move the computer, disconnect any peripherals, wires, or network connections. Isolate and secure the computer in its present location until seized by the investigating officer.


   A. Make a hardcopy of the evidence including header information.

   B. Save a digital copy on disk and hard drive.

   C. Notify immediate supervisor, administrator, and the School Resource Officer (SRO). If the school resource officer is not available, contact 911 for an officer to respond.

Z. Under the direction of the Department of Technology and the Office of Library Information Services, this policy and rule shall be reviewed in
ACCORDANCE WITH RULE 8130 INTERNAL BOARD POLICIES: ORGANIZATION, FORMULATION

LEGAL REFERENCES

Federal

- Children's Internet Protection Act, as codified at 47 U.S.C. §254(h)
- Electronic Communications Privacy Act, 18 U.S.C. §2701-2711
- Family Educational Rights and Privacy Act ("Buckley Amendment"), 20 U.S.C. §1232g

Annotated Code of Maryland

Education Article, §7-305 Suspensions and Expulsions
§7-308 Searches of Students and Schools
§26-101 Disrupting Activities at Schools or Colleges

Code of Maryland Regulations (COMAR)

- 13A.05.02.03BH Accessibility of Technology Based Instructional Products
- 13A.05.04.01 Public School Library Programs
- 13A.08.01.10 Guidelines for Students' Responsibilities and Rights
- 13A.08.01.11 Disciplinary Action
- 13A.08.01.11B Suspension and Expulsion
- 13A.08.01.14 Search and Seizures

Related Board Policies and Rules

- 1110 - Community Relations - Communication with the Public
- 4005 - Personnel - General - Dating or Sexual Relations Between Staff and Students
- 4115 - Personnel - Professional - Responsibilities, Duties, and Code of Ethics
- 6163.2 - Instruction - Selection of Instructional Materials
- 6166 - Instruction - Telecommunications Access to Electronic, Services, and Networks
- 8363 - Ethics Code - Conflict of Interest
- 8365 - Ethics Code - Lobbying Disclosure

Policy adopted: 6/9/97
REVISED February 2003

Board of Education Baltimore County
# Baltimore County Public Schools
Telecommunications Acceptable Use Policy for Employees

## Purpose of Telecommunications
The Baltimore County Public Schools recognize that new telecommunications technologies are changing the ways that information may be accessed, communicated, and transferred. These changes provide employees many opportunities to enhance teaching and learning, communication and resource sharing, and workplace efficiency. Use of telecommunications in Baltimore County Public Schools is for educational purposes. Educational purposes are defined as those tasks performed by employees which are directly related to Baltimore County Public Schools positions, job responsibilities, MISSION, AND GOALS. NO PERSONAL USE OF ANY KIND IS PERMITTED.

## Terms and Conditions

<table>
<thead>
<tr>
<th>Employees shall:</th>
<th>Employees shall not:</th>
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<tr>
<td>√ Use the BCPS’ telecommunications network for educational purposes only.</td>
<td>✗ USE THE BCPS TELECOMMUNICATIONS’ NETWORK FOR PERSONAL REASONS.</td>
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<td>√ Communicate with others in a courteous and professional manner.</td>
<td>✗ BYPASS THE SCHOOL SYSTEM’S FILTERING SERVER.</td>
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<td>√ Comply with the privacy rights of ALL PERSONS.</td>
<td>✗ ACCESS or distribute abusive, harassing, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material.</td>
</tr>
<tr>
<td>√ Comply with copyright laws and intellectual property rights of others.</td>
<td>✗ Use telecommunications for lobbying, commercial, or illegal purposes.</td>
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<td>√ Comply with related Board Policies and Superintendent’s Rules as delineated on the reverse side of this agreement.</td>
<td>✗ KNOWINGLY ENTER UNAUTHORIZED COMPUTER NETWORKS OR SOFTWARE TO TAMPER OR DESTROY DATA.</td>
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<tr>
<td>√ Report to the office head/principal or designee receipt of E-mail messages which threaten to endanger the safety of students, employees, or other persons.</td>
<td>✗ INSTALL PERSONAL SOFTWARE ON COMPUTERS.</td>
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<td>√ Agree to the review of employee communications, data, and files by the [district] SYSTEM NETWORK ADMINISTRATOR, WEB TEAM, [WEBMASTER], PRINCIPAL, AND OR OFFICE/SCHOOL WEBMASTER.</td>
<td>✗ Incur unauthorized financial obligation to BCPS or use BCPS’ procurement card to purchase materials, goods, or services offered for sale on the Internet.</td>
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<tr>
<td>√ REPORT TO THE OFFICE HEAD/PRINCIPAL OR DESIGNEE ANY SUSPECTED VIOLATIONS OF POLICY AND RULE 4006 AND 6166.</td>
<td>✗ SHARE CONFIDENTIAL PASSWORDS TO ACCESS COMPUTER NETWORKS, SERVICES, AND/OR INFORMATION RESOURCE.</td>
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## Disclaimer
The accuracy and quality of the information located on telecommunication networks cannot be guaranteed. No warranties for telecommunications access are expressed or implied; BCPS will not be responsible for any information that may be lost, damaged, or unavailable due to technical difficulties.

## Penalties
Violations of the Telecommunications Acceptable Use Policy may be a violation of law, civil regulations, or Board Policies 1110, 4005, 4006, 4115, 6163.2, 6166, 8363, or 8365. Suspension of telecommunications privileges, disciplinary action, and/or legal action may result from any infringement of this policy.
Dear Employee:

After reading the Telecommunications Acceptable Use Policy for Employees, please complete this form to indicate that you SHALL COMPLY with the terms and conditions and understand the penalties for misuse of telecommunications in the Baltimore County Public Schools. Your signature is required before access to telecommunications EQUIPMENT OR SERVICES is granted permissible.

Employee User Agreement

I hereby agree to abide by the terms and conditions of the BCPS Telecommunications Acceptable Use Policy for Employees that apply to any and all use of BCPS telecommunications during the course of employment. I further understand that any violation of this policy may be a violation of law, civil regulations, or the following Board Policies:

1110 Community Relations - Communication with the Public
4005 Personnel - General - Dating or Sexual Relations Between Staff and Students
4006 Personnel - General - Telecommunications Access to Electronic Information, Services, and Networks
4115 Personnel - Professional - Responsibilities, Duties, and Code of Ethics
6163.2 Instruction - Selection of Instructional Materials
6166 Instruction - Telecommunications Access to Electronic Information, Services, and Networks
8363 Ethics Code - Conflict of Interest

Should I violate the Telecommunications Acceptable Use Policy for Employees my access privileges may be suspended, disciplinary action, and/or legal action may result.

BY MY RECEIPT, REVIEW, AND SIGNATURE, I ACKNOWLEDGE THE TERMS AND CONDITIONS OF TELECOMMUNICATIONS ACCEPTABLE USE POLICY.

It is recommended that you make a photocopy of this document for your personal records.

_____________________________  __________________________
Signature                                Date

_____________________________  __________________________
Full Name (Please print.)               Job Title

_____________________________  __________________________
Work Location                       Work Telephone

Questions regarding the Telecommunications Acceptable Use Policy for Employees should be directed to the Deputy Superintendent, Baltimore County Public Schools.
Baltimore County Public Schools
Webmaster Roles and Responsibilities

Introduction
In accordance with the school system’s [five-year] Technology Plan, Baltimore County Public Schools seek to expand educational resources and instruction to enable students to compete in the global Information Age. Publishing on the INTERNET and BCPS INTRANET [World Wide Web (WWW)] makes it possible for the educational community to reach a vast number of individual schools, other school systems, teachers, higher educational institutions, and parents.

Purpose
Adherence to web page publishing guidelines will attempt to ensure proper use of telecommunications in the Baltimore County Public Schools. The webmaster responsibilities require efficient, ethical, and legal utilization of network resources, knowledge of information resources specific to the needs of students and employees, and technical skills to produce quality electronic publications for distribution worldwide. WEBMASTERS SHALL ATTEMPT TO EMPLOY UNIVERSAL DESIGN STANDARDS IN WEB PUBLISHING IN ORDER TO ENSURE WEB CONTENT IS ACCESSIBLE TO ALL.

School/Office Webmaster
A webmaster is a person who is responsible for the content and publication of a school/office website by coordinating, designing, and monitoring electronic publications for distribution over worldwide networks. The webmaster is responsible for knowledge, understanding and compliance with the contents of the BCPS Telecommunications Policies and Rules and must sign the Webmaster Agreement Form (Series 4006, Form B).

Responsibilities
- Communicating with the BCPS [District Webmaster] SYSTEM WEB TEAM and principal/office head to obtain approval prior to posting and distributing web pages over any network
- Providing [staff development] SUPPORT TO TEACHERS WITH THE WEB CONTENT MANAGEMENT SYSTEM.
- Designing and editing web pages
- Evaluating information and materials submitted for electronic publication
- Maintaining the school/office web site for accuracy, currency, and appropriateness.
- Uploading SCHOOL web pages to the BCPS NETWORK [web] server
- Responding to E-mail messages generated as a result of the school/office web site
- Encouraging BCPS employees to submit materials for publication on the school/office web site
- Attending all meetings held by the [District Webmaster] SYSTEM WEB TEAM
System Web Team [District Webmaster]

[A webmaster is a person who] The system web team is responsible for the content and publication of a system level web site by coordinating, designing, and monitoring electronic publications for distribution over worldwide networks. The [webmaster] system web team is responsible for knowledge, understanding, and compliance with the contents of the BCPS Telecommunications Policies and Rules.

- Maintaining the Baltimore County Public Schools’ web site [server]
- Communicating with school/office webmasters regarding procedural and policy changes
- Meeting with school/office webmasters to update their knowledge and skills
- Fulfilling the same responsibilities as the school/office webmaster, but on the system [district] level.

Webmaster Agreement

I have read and understand the Webmaster Roles and Responsibilities. Violations of the terms and conditions of the Baltimore County Public Schools Telecommunications Policies and Rules may result in disciplinary and/or legal action. I further agree to report any misuse of electronic information resources to my principal/office head. I understand that I have no tenure in this position and my duties may be changed at the discretion of the principal/office head.

Webmaster’s Name ____________________________

(Please print) Last First Middle Initial

School/Office ____________________________ Phone ____________________________

School/Office Web site URL ____________________________

Webmaster’s E-mail Address ____________________________

__________________________ ____________________________
Webmaster Signature Principal/Office Head Signature

Date ____________________________ Date ____________________________

Forward original to the System Web Team [District Webmaster] at the Department of [Instructional] Technology as validation of your agreement to the Webmaster Roles and Responsibilities. Make a copy for the school/office file and for your personal records.
Baltimore County Public Schools
Electronic Mail Application Form

Please complete this form, make a copy for your records, and return the original to the Department of Technology at Timonium via interoffice mail or mail to the Department of Technology, Attn. Postmaster, 1940-G Greenspring Drive, Timonium, MD 21093. Once your account is set up, you will receive your account information via interoffice mail. PLEASE USE AN INK PEN AND PRINT LEGIBLY. INCOMPLETE, UNREADABLE OR FAXED FORMS WILL NOT BE ACCEPTED.

Applicant Information (Please print.)

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To help you understand the obligations and responsibilities involved in having a BCPS Business Electronic Mail Account, please read, initial, and sign this application.

☐ I have received and read the BCPS Telecommunications Policies and Rules and have signed the Acceptable Use Policy for Employees (Series 4006, Form A). A copy is on file in my personnel file at the BCPS Department of Human Resources (centrally hired employee) or on file with the office head/principal (locally hired employee).

☐ I understand that this email account is granted to me to conduct business for the Baltimore County Public Schools.

☐ I will not engage in any illegal or legally questionable activities via my BCPS Business Electronic Mail Account, including, but not restricted to, chain letters, web mail, instant messaging, spamming, harassing or vulgar electronic mail, etc. I understand that violations of the BCPS Telecommunications Policy and the Business Electronic Mail Account may be a violation of law, civil regulations, or Board Policies. Suspension of telecommunications privileges, disciplinary action, and/or legal action may result from any infringement of the BCPS telecommunications policy.

☐ I understand that I must not share my password or account with others. I agree that I am personally liable for any use of my account not in accordance with the BCPS Telecommunications Policies and Rules. If I lose/forget my password, I will contact the BCPS Customer Support Center at 410 887-4672.

☐ The regulations governing and services offered by the BCPS Business Electronic Mail Accounts are subject to revision at any time. Account holders will be notified of any policy changes via the BCPS website or other appropriate means and will be required to abide by current policies.

☐ I will inform the Department of Technology Postmaster immediately of any changes in my position, work location, job status, name, etc. by submitting an updated Electronic Mail Change Form (Series 4006, FORM D).

By signing this form, I agree that I am personally liable for any use of my account not in accordance with the BCPS Telecommunications Policies and Rules.

Signature of Applicant

Date

Authorized by Office Head/Principal

FILING INSTRUCTIONS FOR BCPS PERSONNEL
A CENTRAL DEPOSITORY OF GRANTED ELECTRONIC MAIL ACCOUNTS IS MAINTAINED BY THE
DEPARTMENT OF TECHNOLOGY

BEBCO 956000000803D 25/03
Policy 6166

INSTRUCTION: Telecommunications Access to Electronic Information, Services, and Networks

The Board of Education of Baltimore County recognizes that as telecommunications and other new technologies change the ways that information may be accessed, communicated, and transferred by members of society, those changes may also alter instruction and student learning. The Board of Education expects that the employees will integrate thoughtful use of electronic resources throughout the curriculum. The Board supports access by students to information resources along with the development by employees of appropriate skills to access, analyze, and evaluate such resources.

For students, telecommunications in the Baltimore County Public Schools are for educational purposes, such as, accessing curriculum-related information, sharing resources, and promoting innovation in learning. Learning how to use this wealth of information and how to communicate electronically are fundamental to prepare citizens and future employees for the 21st century.

Telecommunications extends the classroom beyond the school building by providing access to information resources on local, state, national, and international electronic networks. Telecommunications, because they may lead students to any publicly available fileserver in the world, will open classrooms to electronic information resources that may change daily and which have not been evaluated by educators for use by students of various ages. The Board of Education expects that employees will provide guidance and instruction to students in the appropriate use of such resources as specified in the Telecommunications Acceptable Use Policy for Students Form (Series 6166, Form A) and the Telecommunications Acceptable Use Policy for Employees Form (Series 4006, Form A).

Students shall be held responsible for appropriate behavior as specified in the Telecommunications Acceptable Use Policy for Students Form (Series 6166, Form A).

The Baltimore County Public Schools will [attempt to] employ reasonable precautions to the extent practical to make [which attempt to ensure that use of] telecommunications [is safe] part of an appropriate learning environment for students. [The Board believes that the benefits to learning and teaching exceed most disadvantages.]

The Board of Education authorizes the Superintendent to develop appropriate procedures for implementing this policy, to review and evaluate its effect on student achievement and instruction, and to develop appropriate discipline procedures.

Legal References

Federal
- Children's Internet Protection Act, as codified at 47 U.S.C. §254(h)
- Electronic Communications Privacy Act, 18 U.S.C. §2701-2711
- Family Educational Rights and Privacy Act ("Buckley Amendment"), 20 U.S.C. §1232g

Annotated Code of Maryland
- Education Article, §7-305 Suspensions and Expulsions
- §7-308 Searches of Students and Schools
- §26-101 Disrupting Activities at Schools or Colleges

Code of Maryland Regulations (COMAR)
- 13A.05.02.03.038H Accessibility of Technology Based Instructional Products
- 13A.05.04.01 Public School Library Programs
- 13A.08.01.10 Guidelines for Students' Responsibilities and Rights
- 13A.08.01.11 Disciplinary Action
- 13A.08.01.11B Suspension and Expulsion
- 13A.08.01.11 Search and Seizures

Also See Board Policy, 5550, 5570, 5660 – Students

Policy adopted: 6/9/97
Board of Education Baltimore County

REVISED FEBRUARY 2003
Rule 6166

Instruction

Telecommunications Access to Electronic Information, Services, and Networks

A. Baltimore County Public Schools provide computer equipment with telecommunications capabilities to access electronic networks for educational purposes only.

1. Educational purposes are defined as those tasks performed by students [or employees] which are directly related to Baltimore County Public Schools' CURRICULAR assignments, projects, or [job responsibilities] OR RESEARCH. NO PERSONAL USE OF ANY KIND IS PERMITTED.

2. Telecommunications refers to any electronic device that uses, manages, carries, or supports audio, video, or data and includes, but is not limited to, information transmitted or received via radio, television, cable, microwave, telephone, computer systems, networks, and fax machines.

B. The Baltimore County Public Schools' 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 Baltimore County Public Schools' telecommunications equipment and services.

C. The Telecommunications Acceptable Use Policy for Students Form (Series 6166, Form A) states the terms and conditions of appropriate and safe use of networks.

D. The Telecommunications Acceptable Use Policy for Students Form is included in the Baltimore County Public Schools' Student Handbook and subject to the same annual updating and filing procedures. Parents/guardians who do not consent for their student to have access to telecommunications must send a letter to the principal.

E. Baltimore County Public Schools will [attempt to] employ processes [reasonable precautions] which attempt to ensure that the Internet is a safe and accessible learning environment [The precautions are] as follows:
1. Coordinated by the Office of Library and Information [Technology], services, the Division of Curriculum and Instruction will provide guidance in the use of electronic resources which closely match the Baltimore County Public Schools' Essential Curriculum by maintaining ONLINE: THE LIBRARIANS' NETWORK FOR THE ESSENTIAL CURRICULUM web site of evaluated resources which comply with the [Superintendent's Rule 6163.2 - Selection of Instructional Materials.] BOARD POLICY AND SUPERINTENDENT'S RULE FOR THE SELECTION OF INSTRUCTIONAL MATERIALS. The purpose of this web site is not to be inclusive of all available materials, nor does it claim to prevent students from moving beyond the scope of the web site to materials which have yet to be evaluated

2. IN COLLABORATION WITH THE OFFICE OF INSTRUCTIONAL TECHNOLOGY, THE DEPARTMENT OF TECHNOLOGY WILL MAINTAIN AN EFFECTIVE, SAFE, AND ACCESSIBLE LEARNING ENVIRONMENT BY PROVIDING GUIDANCE IN THE SELECTION AND USE OF HARDWARE AND ADMINISTRATIVE SOFTWARE.

3. IN COLLABORATION WITH [Coordinated by] the Department of Technology, THE OFFICE OF INSTRUCTIONAL TECHNOLOGY [the Division of Budget, Finance, and Technology] will maintain a safe and accessible learning environment by providing guidance in the evaluation, selection, and use of INSTRUCTIONAL SOFTWARE. [network software/hardware].

4. THE SYSTEM LEVEL WEB TEAM WILL PROVIDE GUIDANCE AND SUPPORT TO OFFICE/SCHOOL WEBSITE MASTERS IN THE DESIGN, CONTENT, AND DEVELOPMENT OF WEB SITES THAT COMPLY WITH BOARD POLICIES AND SUPERINTENDENT'S RULES.

5. Employees shall supervise students when using telecommunications in Baltimore County Public Schools.

6. Employees shall instruct students in the appropriate, legal, ethical, and safe use of telecommunications.

7. Parents/guardians will be requested to discuss the terms and conditions of the Telecommunications Acceptable Use Policy for Students with their student. THE POLICY IS DISSEMINATED ANNUALLY TO PARENTS/GUARDIANS AND STUDENTS IN THE BCPS STUDENT HANDBOOK.

8. IN ORDER TO COMPLY WITH THE CHILDREN'S INTERNET PROTECTION ACT (CIPA), [computer software/hardware 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. Baltimore County Public Schools will not be responsible for unauthorized financial obligations incurred by students resulting from the use of telecommunications in Baltimore County Public Schools.

G. Baltimore County Public Schools do 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 6166, 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 Baltimore County Public Schools' telecommunications for educational purposes only.

   B. Communicate with others in a courteous and professional manner.

   C. Maintain the privacy of personal name, address, phone number, password(s), and respect the same privacy of others.

   D. Use only telecommunications accounts and passwords provided by the school.

   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. [Alter, destroy, or vandalize data, hardware, or software.] KNOWINGLY ENTER UNAUTHORIZED COMPUTER NETWORKS OR SOFTWARE TO TAMPER OR DESTROY DATA.

B. BYPASS THE SCHOOL SYSTEM'S FILTERING SERVER.

C. ACCESS OR distribute [or receive] abusive, harassing, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material.

D. INSTALL PERSONAL SOFTWARE ON COMPUTERS

E. USE TELECOMMUNICATIONS FOR COMMERCIAL, PURCHASING, OR ILLEGAL PURPOSES.

F. USE TELECOMMUNICATIONS IN ANY OTHER MANNER THAT WOULD VIOLATE SCHOOL BOARD'S DISCIPLINARY POLICIES.

I. Permission must be obtained from the parent/guardian prior to electronically publishing or distributing a student's intellectual property which is protected by U.S. copyright law. Use the Baltimore County Public Schools' [Parent/Guardian and Student] Permission to Publish Intellectual Property on the INTERNET OR BCPS INTRANET [WWW Form] (Series 6166, Form B) in accordance with Superintendent's Rule 1110.1.

J. The Baltimore County Public Schools will not permit a student's full name, home address, or home telephone number to appear on a school or system level web site as specified in the terms and conditions of the Telecommunications Acceptable Use Policy for Students and Telecommunications Acceptable Use Policy for Employees.

K. Identification of a student's intellectual property shall appear in the following manner:

   Individual Student - First name and surname initial
   Group of Students - Group name WITH THE EXCEPTION OF LABELING THAT WOULD IDENTIFY STUDENTS' DISABILITIES.

L. 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.
M. THE BALTIMORE COUNTY PUBLIC SCHOOLS SHALL NOT ENTER INTO ANY CONTRACT FOR TELECOMMUNICATIONS AND/OR INFORMATION SERVICES WHERE STUDENT PERSONAL INFORMATION (NAME, TELEPHONE, HOME ADDRESS, AND PERSONAL INTERESTS) WILL BE COLLECTED BY THE VENDOR.

N. The Baltimore County Public Schools shall not permit photographs, videos, or films of an individual student to appear on a school or system level web site. A group photograph (4 or more individuals) may appear as the group name, provided that:

1. The parents/guardians of each student appearing in the group photograph, video, or film have granted permission to publish such material on the WWW. Use [the Parent/Guardian and Student] Permission to Publish Student Group Photograph/Video [Film on the WWW] on the INTERNET OR BCPS INTRANET Form (Series 1110, Form D).

2. THE PHOTOGRAPH, VIDEO, OR FILM DOES NOT REVEAL STUDENTS’ DISABILITY BY LABELING SUCH AS “MS. JONES SPECIAL EDUCATION CLASS,” ETC.

O. Permission must be obtained from the parent/guardian prior to the student appearing in a production distributed over the Baltimore County Public Schools’ cable Education Channel AND DISTANCE LEARNING IN ORDER to relinquish all parent/guardian or student monetary claims or royalties upon Baltimore County Public Schools. Use the Baltimore County Public Schools’ Consent and Release Agreement for the Education Channel Production Form (SERIES 6166, FORM C) OR THE DISTANCE LEARNING Consent and Release Agreement for the Maryland Interactive Distance Learning Network Form (SERIES 6166, FORM F) to request permission.

P. Students resumes shall not be linked to or included as part of any school or system level web site.

Q. 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.

R. Electronic publications created by students may be linked to or included as part of any school or system level web site provided that they:

1. Are [created under the supervision and direction of] 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. [(Series 1110, Form E.)]

3. Comply with the Superintendent's Rule 1110, with the Public.

S. All school or system level web pages shall contain or link to the following disclaimer:

The contents of this web site and its links support the mission of the Baltimore County Public Schools. We have made every reasonable attempt to ensure that our school system's [web pages] web sites are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the BCPS Telecommunications Policy. The linked web sites are not under the control of the school system; therefore, the school system is not responsible for the contents of any linked web site, links within the web site, or any revisions to such web sites. Links for instructional purposes comply with the Board of Education Policy 6163.2 Instruction -- Selection of Instructional Materials. Links are provided for convenience and do not imply an endorsement of the linked web site.

T. All [communications and publications] school or system level web sites which are representative of the Baltimore County Public Schools shall comply with board policies and rules and employ the conventions of standard English or other languages.

U. Baltimore County Public Schools' network storage areas shall be treated like school lockers as they are the property of Baltimore County Public Schools. The privacy of student communications, data, and files is neither expressed nor implied. The Baltimore County Public Schools [District Webmaster] 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.

V. Students shall comply with the terms and conditions of the Telecommunications Acceptable Use Policy for Students Form (Series 6166, Form A). Students who fail to comply shall be disciplined according to the procedures set forth in the Baltimore County Public Schools' Student Handbook.
W. This policy and Rule shall be reviewed in conjunction with the review of the Baltimore County Public Schools' Student Handbook. The review shall be held under the direction of the Department of Student Support Services and the Office of Library Information Services. This department and office shall be responsible for the facilitation and completion of the reviews of the Policy and Rule, as well as any revisions that may be necessary.

Legal References:
Federal

- Children's Internet Protection Act, as codified at 47 U.S.C. §254(h)
- Electronic Communications Privacy Act, 18 U.S.C. §2701-2711
- Family Educational Rights and Privacy Act ("Buckley Amendment"), 20 U.S.C. §1232g

Annotated Code of Maryland
Education Article, §7-305 Suspensions and Expulsions
§7-308 Searches of Students and Schools
§26-101 Disrupting Activities at Schools or Colleges

Code of Maryland Regulations (COMAR)
- 13A.05.02.03.03BH Accessibility of Technology Based Instructional Products
- 13A.05.04.01 Public School Library Programs
- 13A.08.01.10 Guidelines for Students' Responsibilities and Rights
- 13A.08.01.11 Disciplinary Action
- 13A.08.01.11B Suspension and Expulsion
- 13A.08.01.14 Search and Seizures

Also See Policies, 1100, 1110 - Community Relations; 4006 - Personnel; 5550, 5570, 5660, Students

REVISED FEBRUARY 2003
Baltimore County Public Schools
Telecommunications Acceptable Use Policy for Students

Purpose of Telecommunications
Telecommunications extend the classroom beyond the school building by providing access to information resources on local, state, national, and international electronic networks such as the Internet. For students, telecommunications use in the Baltimore County Public Schools is for educational purposes, such as accessing curriculum-related information, sharing resources, and promoting innovation in learning. **NO PERSONAL USE OF ANY KIND IS PERMITTED.** Learning how to use this wealth of information and how to communicate electronically are information literacy skills which support student achievement and success in the 21st century.

Information Available
- Government publications and databases
- Museums and MULTIMEDIA COLLECTIONS
- Maps and other geographic resources
- Encyclopedias and dictionaries
- Magazines and newspapers
- Library catalogs and community directories
- HOMEWORK AND ASSIGNMENTS
- VIRTUAL REFERENCE SERVICES

Telecommunications Safety
Precautions will be taken to attempt to ensure that the Internet is a safe learning environment. Students will be supervised while using the Internet and will be instructed in the appropriate and safe use, selection, and evaluation of information. Also, software which attempts to block access to objectionable material will be accessible on computer networks used by students **AS REQUIRED BY THE CHILDREN'S INTERNET PROTECTION ACT.**

Terms and Conditions

Students shall:

- Use telecommunications for educational purposes only.
- Communicate with others in a courteous and respectful manner.
- Maintain the privacy of personal name, address, phone number, password(s), and respect the same privacy of others.
- Use only telecommunication accounts and passwords provided by the school.
- Report any incident of harassment to the supervising employee.
- AGREE TO THE REVIEW OF COMMUNICATIONS, DATA, AND FILES BY THE BALTIMORE COUNTY PUBLIC SCHOOLS.
- Comply with copyright laws and intellectual property rights of others.
- REPORT ANY VIOLATION OF THIS TELECOMMUNICATIONS ACCEPTABLE USE POLICY TO THE SUPERVISING EMPLOYEE.

Students shall not:

- Knowingly enter unauthorized computer networks or software to tamper or destroy data.
- BYPASS THE SCHOOL SYSTEM'S FILTERING SERVER.
- Access or distribute abusive, harassing libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material.
- Install personal software on computers.
- Use telecommunications for commercial, purchasing, or illegal purposes.
- USE TELECOMMUNICATIONS IN ANY OTHER MANNER THAT WOULD VIOLATE SCHOOL BOARD DISCIPLINARY POLICIES.

Disclaimer

The accuracy and quality of the information cannot be guaranteed. No warranties for telecommunications access are expressed or implied; BCPS will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

Penalties

Violations of the Telecommunications Acceptable Use Policy may be a violation of law, civil regulations, or Board Policies 5550, 5570, or 5660. Suspension of telecommunications privileges, school disciplinary action, and/or legal action may result from infringement of this policy.
Dear Parent/Guardian:

We are requesting consent for your child to use telecommunications in school. This policy is intended to inform you and your child about the *Telecommunications Acceptable Use Policy*, as well as document your reply. Please read the information on the reverse side before signing this document. We encourage you to discuss with your child all of the information, especially the terms and conditions for acceptable and safe use and the penalties for misuse of telecommunications.

Please read, sign, and return this document to the school. Consent is required before your child will be permitted to use telecommunications in school.

---

**Student User Agreement**

Must be signed by all students.

I hereby agree to abide by the Baltimore County Public Schools Telecommunications Acceptable Use Policy. I further understand that any violation of the policy may be a violation of law, civil regulations, or Board of Education Policy 5550 - Disruptive Behavior, 5570 - Student Sexual Harassment, or 5600 - Students’ Rights and Responsibilities. Should I violate the policy, my access privileges may be suspended, school disciplinary action may be taken, and/or appropriate legal action may result.

_________________________  _________________
Student Signature        Date

---

**Parent/Guardian Reply (Check only one.)**

Must be completed if your child is under 18 years of age.

____ I have read and understand the Baltimore County Public Schools *Telecommunications Acceptable Use Policy*. As the parent/guardian of the student signing above, **I grant consent for my child to have supervised access to telecommunications.**

____ I have read and understand the Baltimore County Public Schools *Telecommunications Acceptable Use Policy*. **I have decided that my child will not participate in the use of the telecommunications.** My child will complete school assignments using other information resources.

_________________________  _________________
Parent/Guardian Signature Date

Questions regarding the Telecommunications Acceptable Use Policy should be directed to the Deputy Superintendent, Baltimore County Public Schools
Dear Parent/Guardian and Student:
Your child has created an original work(s) which Baltimore County Public Schools would like to electronically publish on the Internet or BCPS Intranet. Your child’s work will be available to a potentially limitless global audience. Some examples of student work published on the WWW are, but not limited to, literary and artistic works, multimedia, and computer programs.

The Baltimore County Public Schools will not permit a student’s full name, home address, or home phone number to appear on a school or system level web site. This is a precautionary measure that attempts to protect your student from possible rude, insulting, or exploitative Internet users. Requests for additional information about your child shall comply with the requirements of the Code of Maryland Regulations (COMAR 13A.08.02). In addition, Baltimore County Public Schools will display a copyright notice which prohibits the copying of your child’s work without the express written permission by the parent/guardian. Requests received by Baltimore County Public Schools to use your student’s work, other than the sponsoring school or office listed below, will be forwarded to you.

Description of Student’s Work

Publishing and Sponsoring Information

Sponsoring School or Office: ________________________________ Telephone #: ________________________________

Name of Employee Requesting Permission:

Name of Web Site: ________________________________ URL: http://

Please check one AND RETURN SIGNED FORM TO THE EMPLOYEE REQUESTING PERMISSION.

☐ We the parent/guardian and student DO grant permission.

☐ We the parent/guardian and student DO NOT grant permission.

☐ I am a student of 18 years or older and DO grant permission.

☐ I am a student of 18 years or older and DO NOT grant permission.

Signature of Parent/Guardian ________________________________ Name (Please print.) ________________________________ Date ______

Signature of Student ________________________________ Name (Please print.) ________________________________ Date ______
Baltimore County Public Schools
Parent/Guardian/Student Consent and Release Agreement for an Educational Channel Production

We, the undersigned, do hereby consent for our student to appear in the [video] production described below. We are aware that this appearance may be edited as necessary, used in whole or in part, or deleted. We understand that the recorded program(s) in which the appearance occurs is intended for distribution or telecast over the BCPS Cable Television Channel. We also understand that the recorded material may be distributed as general interest programming at the discretion of the Baltimore County Public Schools.

For consideration received, which includes the valuable educational experience and exposure involved in participating in this programming, we relinquish all monetary claims upon the Baltimore County Public Schools and Comcast Cable Television. We consent to the use of the name, likeness, voice, or biographical material of our student in connection with program publicity and promotion.

**Description of Video Production**

| Title: |
| Purpose: |
| Approximate Distribution/Telecast Date: |

**Production and Sponsoring Information**

| Sponsoring School or Office: | Telephone #: |
| Name of Employee Requesting Permission: |

**Parent/Guardian/Student Response**

**Please check one** and return signed form to the employee requesting permission.

- [ ] We the parent/guardian and student **DO** consent.
- [ ] We the parent/guardian and student **DO NOT** consent.

- [ ] I am a student of 18 years or older and **DO** consent.
- [ ] I am a student of 18 years or older and **DO NOT** consent.

| Signature of Parent/Guardian | Name (Please print.) | Date |
| Signature of Student | Name (Please print.) | Date |

**FILING INSTRUCTIONS FOR BCPS PERSONNEL**

A central depository of granted permissions is maintained by the Education Channel. Send signed original within 5 business days.
Dear Parent/Guardian and Student
Baltimore County Public Schools would like to electronically publish a student group photograph or video on the Internet or BCPS Intranet. It will be available to a potentially limitless global audience and will identify the students by group name only, e.g., Mr. Smith’s Science Club. This is a precautionary measure that attempts to protect your student from possible rude, insulting, or exploitative Internet users.

For consideration received, which includes the valuable educational experience and exposure involved in your student’s participation, we THE PARENT/GUARDIAN relinquish all monetary claims upon the Baltimore County Public Schools. We consent to the use of the group name, likeness, or voice of our child in connection with publicity and promotion.

Description of Photograph or Video

Title:

Purpose:

Publishing and Sponsoring Information

Sponsoring School or Office: ________________________________ Telephone #: ________________________________

Name of Employee Requesting Permission: ________________________________

Name of Web Site: ________________________________ URL: http://

Please check one AND RETURN THE SIGNED FORM TO THE EMPLOYEE REQUESTING PERMISSION.

☐ We the parent/guardian and student DO grant permission.

☐ We the parent/guardian and student DO NOT grant permission.

☐ I am a student of 18 years or older and DO grant permission.

☐ I am a student of 18 years or older and DO NOT grant permission.

Signature of Parent/Guardian ________________________________ Name (Please print.) ________________________________ Date ________________________________

Signature of Student ________________________________ Name (Please print.) ________________________________ Date ________________________________

FILING INSTRUCTIONS FOR BCPS PERSONNEL
A CENTRAL DEPOSITORY OF GRANTED PERMISSION IS MAINTAINED BY THE OFFICE OR SCHOOL WEBMASTER. SEND SIGNED ORIGINAL WITHIN 5 BUSINESS DAYS.

BEBCO 96600000786D 25/02
# Baltimore County Public Schools

## Copyright Permission Request

**TO:**

**FROM:**
[Reply to address]

**DATE:**

**ACTION:**
Please reply by:

In the course of our school system’s ongoing development of curriculum materials, web pages, and other resources to enhance teaching and learning, we frequently encounter published materials of extraordinary relevance to our instructional program. We are currently engaged in a project for which we are requesting your permission to include your intellectual property in the forthcoming publication as described.

### Description of Copyrighted Material Requested

<table>
<thead>
<tr>
<th><strong>TITLE:</strong></th>
<th><strong>Title:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EDITION:</strong></td>
<td><strong>Purpose:</strong></td>
</tr>
<tr>
<td><strong>AUTHOR(S) OR EDITOR(S):</strong></td>
<td><strong>Type of Reproduction:</strong></td>
</tr>
<tr>
<td><strong>PUBLISHER/PRODUCER:</strong></td>
<td><strong>Number of copies (if book):</strong></td>
</tr>
<tr>
<td><strong>PAGES OR SECTIONS REQUESTED:</strong></td>
<td><strong>URL (if web page):</strong> http://</td>
</tr>
<tr>
<td><strong>URL (IF WEB PAGE):</strong> http://</td>
<td><strong>Approximate Publication Date:</strong></td>
</tr>
</tbody>
</table>

### Description of BCPS Publication

Include applicable information in order that the owner of the copyright is informed of the intended use of the copyrighted work(s).

### Copyright Owner’s Response

- I give my permission. Other than the bibliographic citation to document the source of my copyrighted work, I request that BCPS include additional information. [Please note on reverse side.]
- I am not the owner of the copyrighted material. [Please identify on the reverse side the owner, if known.]
- I do not give my permission.

**Signature**

**Name (Please print.)**

**Title**

**Date:**

### Filing Instructions for BCPS Personnel

A central depository of copyright permissions granted is maintained by the Office of the Deputy Superintendent, Division of Curriculum and Instruction. Send signed original within 5 business days.
Baltimore County Public Schools
Consent and Release Agreement for the
Maryland Interactive Distance Learning Network

We, the undersigned, do hereby consent for our student to participate in a Maryland Interactive Distance Learning Network Tele-Course or event. My child’s likeness may be recorded as he/she participates in classroom instruction. We understand that the daily lessons will be recorded for students’ review purposes only. A lesson recording in which an appearance occurs is intended for the private use of students participating in the MIDLN course. Unauthorized use of any MIDLN recording is a direct violation of the BCPS Board of Education Telecommunications Policies and Rules.

For consideration received, which includes the valuable educational experience and exposure involved in this MIDLN course, we relinquish all monetary claims upon the Baltimore County Public Schools or MIDLN. We consent to the use of the name, likeness, voice, or biographical material of our student in connection with program publicity and promotion.

**Description of the Maryland Interactive Distance Learning Course/Event**

| Course/Event: |
| Purpose: |
| Approximate Tele Date: |

**Sponsoring Information**

| Sponsoring School or Office: | Telephone #: |
| Name of Employee Requesting Permission: |

**Parent/Guardian/Student Response**

| Please check one and return signed form to the employee requesting permission. |
| We the parent/guardian and student **DO** consent. |
| We the parent/guardian and student **DO NOT** consent. |
| I am a student of 18 years or older and **DO** consent. |
| I am a student of 18 years or older and **DO NOT** consent. |

| Signature of Parent/Guardian | Name (Please print.) | Date |
| Signature of Student | Name (Please print.) | Date |

**FILING INSTRUCTIONS FOR BCPS PERSONNEL**
A central depository of granted permissions is maintained by the Education channel. Send signed original within 5 business days.
Committee Chairs
Ron Boone, Executive Director
Federal and State Programs

Della Curtis, Coordinator
Office of Library Information Services

Committee Membership
| Greg Barlow, Executive Director | Dept. of Technology |
| Steve Ball, Web Developer | Dept. of Technology |
| Chris Beard, Librarian | TABCO Designee |
| Joyce Caldwell, Librarian | Perry Hall Middle |
| Thomas Delcher, Computer Security | Dept. of Technology |
| Tena Ellis, Personnel Officer | Dept. of Human Resources |
| Thomas Evans, Principal | Catonsville Middle |
| Alex Hajimihalis, Principal (Retired) | Jacksonville Elem. |
| Charles Herndon, Communications Officer | Office of Communications |
| Margaret-Ann Howie, Esq., Legal Counsel | Law Office |
| Kay Jones, Librarian | Overlea High |
| Marsye Kaplan, Facilitator | Special Ed. – Assistive Tech. |
| Linda Meyer, Technical Trainer | Professional Development |
| Anne O’Neil, Librarian | Franklin High |
| Todd Porter, Producer/Distance Learning Coordinator | The Education Channel |
| Dale Rauenzahn, Director | Student Support Services |
| Risa Schuster, Ombudsperson | Greenwood Administration |
| Art Stritch, Supervisor | Library Information Services |
| Michael Weglein, Resource Teacher/CISCO Facilitator | Instructional Technology |

Community Stakeholder Groups
| Carl Alexander | NW Area Advisory Council |
| Boyd Crouse | SE Area Advisory Council |
| Sam Macer | SW Area Advisory Council |
| Meg Ohare | NE Area Advisory Council |
| Lt. Donald Collins | Baltimore Co. Police Dept. |
| Detective Sgt. Bob Derbyshire | CASE |
| Paula Simon | Citizen’s Advisory/Spec. Ed. |
| Kelli Nelson | GT Advisory Council |
| Jeanne Paynter | TABCO |
| Christine Beard |

BCPS Offices
| Arlene Fleischmann, Acting Director | Professional Development |
| Margaret-Ann Howie, Esq., Legal Counsel | Law Office |
| Todd Porter, Producer/Distance Learning Coordinator | Education Channel |
| John Smellie, Director | Personnel |

Reviewers
| Barbara Falkinburg, Librarian | Hereford High School |
| Carolyn Mollenkopf, Professional Librarian | Library Information Services |
References

**Government, Associations, and Organization Website Resources**
- CyberAngels: The Largest Internet Safety Organization
- FromNowOn by Dr. Jamie McKenzie
- GetNetWise Coalition
- National Center for Missing and Exploited Children
- National PTA
- National School Boards Association
- National Association of Elementary School Principals
- National Association of Secondary School Principals
- NetParents.org
- Northwest Educational Technology Consortium
- Rice University Acceptable Use Policies Hot Links
- SafeKids by Larry Magid
- UCLA Online Institute for Cyberspace Law and Policy
- U.S. Department of Education
- U.S. Department of Justice
- Web66 Acceptable Use Policies

**Print and Digital Resources**


2003 from the Internet: http://www.cybercrime.gov/reporting.htm


Other Maryland School Systems
Allegany County Public Schools
Anne Arundel County Public Schools
Caroline County Public Schools
Carroll County Public Schools
Cecil County Public Schools
Frederick County Public Schools
Harford County Public Schools
Howard County Public Schools
Montgomery County Public Schools
Prince Georges County Public Schools