Date: March 11, 2003

To: Board of Education

From: Dr. J. Hairston, Superintendent

Subject: Rule 4006 - 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 Information Services

Information

Rule 4006 – Telecommunications Access to Electronic Information, Services and Networks – is presented to the Board of Education for information.

*****
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 AS 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 4006, 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, LIELOUS, 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 Rules 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.] **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:**

1. **Preservation of Computer Crime Evidence: Perpetrator’s Computer**
   
   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.05.02.03.03BH 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

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

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<tr>
<th>On</th>
<th>Employees shall:</th>
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<tr>
<td>✓</td>
<td>Use the BCPS' telecommunications network for educational purposes only.</td>
</tr>
<tr>
<td>✓</td>
<td>Communicate with others in a courteous and professional manner.</td>
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<tr>
<td>✓</td>
<td>Comply with the privacy rights of ALL PERSONS.</td>
</tr>
<tr>
<td>✓</td>
<td>Comply with copyright laws and intellectual property rights of others.</td>
</tr>
<tr>
<td>✓</td>
<td>Comply with related Board Policies and Superintendent's Rules as delineated on the reverse side of this agreement.</td>
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<tr>
<td>✓</td>
<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>
</tr>
<tr>
<td>✓</td>
<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>
</tr>
<tr>
<td>✓</td>
<td>REPORT TO THE OFFICE HEAD/PRINCIPAL OR DESIGNEE ANY SUSPECTED VIOLATIONS OF POLICY AND RULE 4006 AND 6166.</td>
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<tr>
<th>X</th>
<th>Employees shall not:</th>
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<tr>
<td>X</td>
<td>USE THE BCPS TELECOMMUNICATIONS' NETWORK FOR PERSONAL REASONS.</td>
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<tr>
<td>X</td>
<td>BYPASS THE SCHOOL SYSTEM'S FILTERING SERVER.</td>
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<tr>
<td>X</td>
<td>ACCESS or distribute abusive, harassing, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material.</td>
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<tr>
<td>X</td>
<td>Use telecommunications for lobbying, commercial, or illegal purposes.</td>
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<tr>
<td>X</td>
<td>KNOWINGLY ENTER UNAUTHORIZED COMPUTER NETWORKS OR SOFTWARE TO TAMPER OR DESTROY DATA.</td>
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<tr>
<td>X</td>
<td>INSTALL PERSONAL SOFTWARE ON COMPUTERS.</td>
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<tr>
<td>X</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>X</td>
<td>SHARE CONFIDENTIAL PASSWORDS TO ACCESS COMPUTER NETWORKS, SERVICES, AND/OR INFORMATION RESOURCE.</td>
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<tr>
<td>X</td>
<td>USE TELECOMMUNICATIONS IN ANY OTHER MANNER THAT WOULD VIOLATE BOARD POLICY AND RULES.</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.

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**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.

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**Signature**

**Date**

**Full Name (Please print.)**

**Job Title**

**Work Location**

**Work Telephone**

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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**

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**FILING INSTRUCTIONS FOR BCPS PERSONNEL**

_A CENTRAL DEPOSITORY OF GRANTED ELECTRONIC MAIL ACCOUNTS IS MAINTAINED BY THE DEPARTMENT OF TECHNOLOGY._

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