

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

- A. Baltimore County Public Schools (BCPS) 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 which are directly related to [Baltimore County Public Schools'] BCPS' curricular assignments, projects, or research. No personal use of any kind is permitted.
 2. Telecommunications refers to any electronic device that uses, STORES, manages, carries, or supports audio, video, TEXT, or data and includes, but is not limited to, information transmitted or received via radio, television, cable, microwave, telephone, computer systems, networks, COPIERS, SCANNERS, and fax machines.
- B. The [Baltimore County Public Schools'] BCPS' 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'] BCPS' 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] PUBLISHED ANNUALLY in the [Baltimore County Public Schools] BCPS *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.] PARENTS/GUARDIANS WILL BE REQUESTED TO DISCUSS WITH THEIR CHILD THE TERMS AND CONDITIONS OF THE TELECOMMUNICATIONS ACCEPTABLE POLICY FOR STUDENTS THAT IS PUBLISHED ANNUALLY IN THE STUDENT HANDBOOK. PARENTS/GUARDIANS MAY AGREE TO OR "OPT OUT" OF THE TERMS AND CONDITIONS SPECIFIC TO PRIVACY PROTOCOLS AND INTELLECTUAL PROPERTY IN ELECTRONIC FORMAT INCLUDING BUT NOT LIMITED TO WEB SITES, PODCASTS, PHOTOGRAPHS, AND THE EDUCATION CHANNEL BROADCASTS, AS WELL AS COMMERCIAL NEWS BROADCAST MEDIA.

E. THE [Baltimore County Public Schools] BCPS will employ processes which attempt to ensure that the Internet is a safe and accessible learning environment as follows:

1. THE OFFICE OF LIBRARY AND INFORMATION SERVICES WILL PROVIDE [Coordinated by the Office of Library and Information Services, the Division of Curriculum and Instruction will provide guidance in the use] access to electronic resources [which] THAT support the [Baltimore County Public Schools'] BCPS' Essential Curriculum [by] through [maintaining] the Online: The Librarians' Network for the Essential Curriculum [w]Web [site] PORTAL of COMMERCIAL DIGITAL CONTENT AND evaluated [w]Web resources. [which comply with the Board Policy and Superintendent's Rule for the selection of instructional materials. The purpose of this [w]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 [w]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.] THE DEPARTMENT OF TECHNOLOGY, THE OFFICE OF LIBRARY INFORMATION SERVICES, AND THE OFFICE OF INSTRUCTIONAL TECHNOLOGY SHALL PROVIDE AN EFFECTIVE, SAFE, AND ACCESSIBLE LEARNING ENVIRONMENT THROUGH STANDARDS AND SELECTION CRITERIA FOR TELECOMMUNICATIONS, PRESENTATION, AND INSTRUCTIONAL HARDWARE AND SOFTWARE.

[3. In collaboration with the Department of Technology, the Office of Instructional Technology will maintain a safe and accessible learning environment by providing guidance in the evaluation, selection, and use of instructional software.]

[4.] 3. The system level [w]Web team will provide guidance and support to office/school [w]Webmasters in the design, content, and development of [w]Web sites that comply with Board Policies and Superintendent's Rules.

[5]4. Employees shall supervise students when using telecommunications in [Baltimore County Public Schools] BCPS.

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

[7.]6. Parents/guardians will be requested to discuss the terms and conditions of the *Telecommunications Acceptable Use Policy for Students* with their [student] CHILD. [The policy is disseminated annually to parents/guardians and students in the *BCPS Student Handbook*.]

[8.]7. In order to comply with the Children's Internet Protection Act (CIPA), computer software 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. THE [Baltimore County Public Schools] BCPS will not be responsible for unauthorized financial obligations incurred by students resulting from the use of the telecommunications in [Baltimore County Public Schools] BCPS.

G. THE [Baltimore County Public Schools] BCPS [do] DOES 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 THE [Baltimore County Public Schools] BCPS telecommunications for educational purposes only.

b. Communicate with others in a courteous and respectful manner.

c. Maintain the privacy of AN INDIVIDUAL'S PERSONAL INFORMATION SUCH AS [personal name,] address, phone number, password(s), and respect the same privacy of others.

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- d. Use only telecommunication[s] accounts and passwords provided by [the school] BCPS.
- 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. Knowingly enter unauthorized computer networks or software to tamper or destroy data.
- b. Bypass the school system's filtering server.
- c. Access or distribute abusive, harassing, BULLYING, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material.
- d. Install [personal] UNAUTHORIZED [A1]Software on computers.
- e. Use telecommunications for commercial, purchasing, or illegal purposes.
- f. Use telecommunications in any other manner that would violate the 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 of [redacted] [Baltimore County Public Schools'] BCPS' *Permission to Publish Intellectual Property on the Internet* or BCPS Intranet (Series 6166, Form B) in accordance with Superintendent's Rule 1110.1.]

[J. The [Baltimore County Public Schools] BCPS will not permit a student's full name, home address, or home telephone number to appear on a school or system level [w]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’ INTELLECTUAL LEVEL [disabilities.]

[L]I. 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]J. BCPS shall not enter into any contract for telecommunications and/or information services where student DIRECTORY INFORMATION [personal information (name, telephone, home address, and personal interests)] will be collected by the vendor FOR PURPOSES NOT APPROVED BY BCPS. ALL REQUESTS BY VENDORS FOR STUDENT DIRECTORY INFORMATION WILL BE PROCESSED IN ACCORDANCE WITH SUPERINTENDENT’S RULE 5230.

[N.]K. The [Baltimore County Public Schools] BCPS shall [not] permit photographs, videos, AND/or SOUND RECORDINGS [films] of [an individual] student(S) [A2] TAKEN DURING SCHOOL-SPONSORED ACTIVITIES AND/OR LEARNING EXPERIENCES to appear IN, BUT NOT LIMITED TO, [on] a school or system level [w] Web site, PODCAST, VIDEO PRODUCTION, THE EDUCATION CHANNEL PRODUCTION OR BROADCAST, AND COMMERCIAL NEWS BROADCAST MEDIA.

IF THE PARENTS/GUARDIANS DO NOT WANT THEIR CHILD TO BE PHOTOGRAPHED, VIDEOTAPED, AND/OR AUDIOTAPED AND/OR HIS/HER CHILD’S FIRST AND SURNAME USED IN ANY OF THE ABOVE MENTIONED MEDIA, THE PARENTS/GUARDIANS WILL HAVE THE OPPORTUNITY TO “OPT OUT” AS OUTLINED IN THE BCPS STUDENT HANDBOOK BY ANNUALLY SUBMITTING A WRITTEN NOTICE TO THE SCHOOL PRINCIPAL.

L. THE BCPS SHALL PUBLISH/PRODUCE STUDENT’S INTELLECTUAL PROPERTY CREATED DURING SCHOOL-SPONSORED ACTIVITIES AND/OR LEARNING EXPERIENCES TO APPEAR IN, BUT NOT LIMITED TO, A SCHOOL OR SYSTEM LEVEL WEB SITE, PODCAST, VIDEO PRODUCTION, THE EDUCATION CHANNEL

PRODUCTION OR BROADCAST, AND COMMERCIAL NEWS BROADCAST MEDIA. IDENTIFICATION OF A STUDENT'S INTELLECTUAL PROPERTY SHALL APPEAR IN THE FOLLOWING MANNER:

INDIVIDUAL STUDENT – FIRST NAME AND SURNAME
GROUP OF STUDENTS – GROUP NAME WITH THE EXCEPTION OF LABELING THAT WOULD IDENTIFY STUDENTS' INTELLECTUAL LEVEL, SUCH AS "MS. JONES' SPECIAL EDUCATION OR GT CLASS."

IF THE PARENTS/GUARDIANS DO NOT WANT THEIR CHILD'S INTELLECTUAL PROPERTY TO BE PUBLISHED/PRODUCED IN THE ABOVE MENTIONED MEDIA, THE PARENTS/GUARDIANS WILL HAVE THE OPPORTUNITY TO "OPT OUT" AS OUTLINED IN THE *BCPS STUDENT HANDBOOK* BY ANNUALLY SUBMITTING A WRITTEN NOTICE TO THE SCHOOL PRINCIPAL.

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 *Permission to Publish Student Group Photograph/Video 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]M.[Permission must be obtained from the parents/guardians prior to the student appearing in a production distributed over the [Baltimore County Public Schools'] BCPS' cable Education Channel and Distance Learning in order to relinquish all parent/guardian or student monetary claims or royalties upon [Baltimore County Public Schools] BCPS. Use the [Baltimore County Public Schools'] BCPS' *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]N. Students' resumes shall not be linked to or included as part of any school or system level [w]Web site.

[Q]O Electronic publications, such as student personal [w]Web pages, shall not be linked to or included as part of any school or system level [w]Web site.

[R]P. Electronic publications and productions created by students may be linked to or included as part of any school or system level [w]Web site provided that they:

1. Are reviewed and approved by the principal's designee [w]Webmaster.
2. Comply with the guidelines for [w]Web publishing as specified in the *Webmaster Roles and Responsibilities Agreement* Form (Series 4006, Form B).
3. Comply with the Superintendent's Rule 1110, Communication with the Public.

[S]Q. All school or system level [w]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] BCPS. We have made every reasonable attempt to ensure that our school system's 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.]

THE BCPS DOES NOT GUARANTEE THE ACCURACY OR QUALITY OF INFORMATION LOCATED ON THE TELECOMMUNICATIONS NETWORKS. WE HAVE MADE EVERY REASONABLE ATTEMPT TO ENSURE THAT OUR SCHOOL SYSTEM'S WEB SITES ARE EDUCATIONALLY SOUND AND DO NOT CONTAIN LINKS TO 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 BCPS' WEB SITES ARE

PROVIDED AS A CONVENIENCE AND DO NOT IMPLY AN ENDORSEMENT OF THE LINKED WEB SITE.

- [T]R. All school or system level [w]Web sites which are representative of the [Baltimore County Public Schools] BCPS shall comply with Board policies and rules and employ the conventions of [s]Standard English or other languages.
- [U]S. [Baltimore County Public Schools'] BCPS' network storage areas shall be treated like school lockers, as they are property of [Baltimore County Public Schools] BCPS. The privacy of student communications, data, and files is neither expressed nor implied. The [Baltimore County Public Schools] BCPS 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]T. 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'] BCPS' *Student Handbook*.
- [W]. [This policy and rule shall be reviewed in conjunction with the review of the [Baltimore County Public Schools'] BCPS' *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:

47 U.S.C. §254(h) (Children's Internet Protection Act)
 18 U.S.C. §§2701-2711 (Electronic Communications Privacy Act)
 20 U.S.C. §1232g (Family Educational Rights and Privacy Act) ["Buckley Amendment"]
 20 U.S.C. §794d (Section 508 of the Rehabilitation Act of 1973)
 [Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e]
Annotated Code of Maryland, Education Article §7-305 [Suspensions and Expulsions]
Annotated Code of Maryland, Education Article §7-308 [Searches of Students and Schools]
Annotated Code of Maryland, Education Article §26-101 [Disrupting Activities at Schools or Colleges]
 COMAR 13A.05.02.13H
 COMAR 13A.05.04.01

COMAR 13A.08.01.11

COMAR 13A.08.01.14

[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

13A.08.02 STUDENT RECORDS

[Also see Board Policy 5550, 5570, 5660 – Students.]

Related Policies: Board of Education Policy 5550
Board of Education Policy 5570
Board of Education Policy 5660

Rule
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Superintendent of Schools