



# Baltimore County Public Schools

## Telecommunications Acceptable Use Policy for Employees AND APPROVED NON-EMPLOYEES

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### 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 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 AND APPROVED NON-EMPLOYEES who are directly [related to] AFFILIATED WITH THE Baltimore County Public Schools' positions, job responsibilities, mission, and goals. No personal use of any kind is permitted.

### Terms and Conditions

#### Employees AND APPROVED NON-EMPLOYEES shall:

- ✓ Use [the BCPS'] telecommunications [network] for educational purposes only.
- ✓ Communicate with others in a courteous and professional manner.
- ✓ Comply with the privacy rights of all persons.
- ✓ Comply with copyright laws and intellectual property rights of others.
- ✓ Comply with related Board Policies and Superintendent's Rules [as delineated on the reverse side of this agreement].
- ✓ Report to the office head/principal or designee receipt of [email] ELECTRONIC messages which threaten to endanger the safety of students, employees, or other persons.
- ✓ Agree to the review of employee communications, data, TEXT, and files by the system network administrator, web team, principal, and/or office or school webmaster.
- ✓ Report to the office head/principal or designee any suspected violations of Policy and Rule 4006 and [6166] 6202.
- ✓ SAFEGUARD CONFIDENTIAL INFORMATION AVAILABLE TO THEM.

#### Employees AND APPROVED NON-EMPLOYEES shall not:

- ✗ Use the BCPS telecommunications network for personal reasons.
- ✗ Bypass the school system's filtering PROXY server.
- ✗ Access or distribute abusive, harassing, BULLYING, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material.
- ✗ Use telecommunications for lobbying, commercial, or illegal purposes.
- ✗ Knowingly enter unauthorized computer networks or software to tamper or destroy data.
- ✗ Install [personal] UNAUTHORIZED software on computers.
- ✗ Incur unauthorized financial obligation to THE BCPS [or use BCPS' procurement card to purchase materials, goods, or services offered for sale on the Internet].
- ✗ Share [confidential] passwords to access BCPS computer networks, services, and/or information resources.
- ✗ Use telecommunications in any other manner that would violate Board policy and rules.

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#### Disclaimer

The accuracy and quality of the information LOCATED ON TELECOMMUNICATIONS 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 [or other] 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 AND APPROVED NON-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 permissible.

**Employee User Agreement**

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

- 1100, [Community Relations – ]Communications with the Public
- 1110, [Community Relations - Communication with the Public] *PUBLICATIONS, RADIO, TELEVISION, AND WEB SITES*
- 4005, [Personnel - General - ]*Dating or Sexual Relations Between Staff and Students*
- 4006, [Personnel - General - ]*Telecommunications Access to Electronic Information, Services, and Networks*
- 4008, *OBLIGATIONS OF EMPLOYEES OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY*
- 4115, [Personnel - Professional - ]*Responsibilities AND[,] Duties[, and Code of Ethics]*
- [6163.2 Instruction - Selection of Instructional Materials]
- [6166 Instruction - ] *6202, Telecommunications Access to Electronic Information, Services, and Networks*
- 8363, Ethics Code: *Conflict of Interest*
- [8365, Ethics Code: *Lobbying Disclosure*]

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

By my receipt, review, and signature, I acknowledge the terms and conditions of the BCPS Telecommunications Acceptable Use Policy for Employees AND APPROVED NON-EMPLOYEES.

**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

THE FOLLOWING INFORMATION IS USED FOR FILING AND FORM IDENTIFICATION PURPOSES.

OR

\_\_\_\_\_  
LAST 4 DIGITS OF SSN

\_\_\_\_\_  
HOME TELEPHONE NUMBER

**RETURN THE SIGNED FORM VIA INTEROFFICE MAIL TO  
POSTMASTER, DEPT. OF TECHNOLOGY, TIMONIUM SUPPORT  
SERVICES**

Questions regarding the *Telecommunications Acceptable Use Policy for Employees AND APPROVED NON-EMPLOYEES* should be directed to the [Deputy Superintendent] DEPARTMENT OF TECHNOLOGY, Baltimore County Public Schools.

A CENTRAL REPOSITORY OF SIGNED AUP FORMS IS MAINTAINED BY THE DEPARTMENT OF HUMAN RESOURCES.