

## Title: Acceptable Use Of Technology For Employees

Reference: II.23.21

A. Purpose

Provide a statement supporting the access to information resources and opportunities for collaboration that will provide educational benefit for employees.

B. Policy Statement

It is the policy of Caroline County Board of Education to deploy technologies that will allow staff and students to communicate with each other and will allow employees access to a multitude of instructional and administrative resources.

C. Rationale

The District realizes 21<sup>st</sup> century learning is requiring understanding and adapting to the changing methods of digital communications. The importance of employees, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21<sup>st</sup> century learning. To this end, the District has developed guidelines to provide direction for employees when using technology resources critical to the 21<sup>st</sup> century learner. As positive as this new learning has become, there is also an opportunity for unintended negative consequences.

D. Definitions1. Acceptable use of Technology

- a. Activities that support learning.
- b. Incidental personal use of technology resources is permitted as long as such use:
  - i. does not interfere with the employee's job responsibilities and performance.
  - ii. does not interfere with District operations or other users.
  - iii. does not violate this policy or any other District policy or procedure.

2. Unacceptable use of Technology includes, but is not limited to:

- a. Violating the rights to privacy of students or employees of Caroline County Public Schools or others outside the school system.
- b. Profanity, obscenity, or other language that may be offensive to another user.
- c. Reproduction of materials in violation of copyright law.
- d. Installing or distributing software or electronic files in violation of licensing.

- e. Plagiarizing: which is the taking of another's words, ideas, or findings and presenting them without properly crediting or citing their source.
  - f. Acquiring financial gain and/or any other commercial or illegal activity.
  - g. Degrading or disrupting system performance or unauthorized entry into and/or destruction of computer systems and files, including bypassing filtering systems.
  - h. Publicly re-posting personal communications without the author's prior consent.
  - i. Revealing home phone numbers, addresses, or other personal information about students.
  - j. Revealing home phone numbers, addresses, or other personal information about other employees without consent.
  - k. Unauthorized purchases using the Caroline County Board of Education name and/or its auspices.
  - l. Accessing, downloading, storing, or printing files or messages that are sexually explicit **or** obscene.
  - m. Accessing, downloading, storing or printing files or messages with the intent to degrade or offend others.
1. The Superintendent will develop appropriate regulations for the administration of this policy.
  2. This Policy and Regulation will be publicized to parents, students, staff and community.

E. Policy Effective Date: February 1, 2012

F. Policy Adopted Date: November 1, 2011