

Purpose

To establish a uniform, county-wide policy that protects personally identifiable staff information while using online services requiring staff data.

Definitions

The words used in this policy shall have their normal accepted meanings except as set forth below.

Online Educational Services: Includes all online educational resources used by the Allegany County Public Schools (ACPS) students and staff.

Personally Identifiable Information (PII): Personally identifiable information includes the staff's name, address, telephone number, social security number, or other personally identifiable information

Policy Statement

Online services are recognized as a viable tool to create, share, store, distribute and manage personally identifiable information and staff work. These tools can be accessed by students and/or parents and staff and used as a part of the school's program in or outside of the school day. While ACPS encourages the use of technological advancement in the furtherance of its mission, no tool that compromises protected staff data shall be permitted.

Legal Reference			
Policy Cross Reference	Adopted	Reviewed	Revised Feb. 16, 2016, 1 st Reading April 12, 2016, 2 nd Reading