

Purpose of Technology

This policy establishes the foundation for responsible use of technology equipment, software, systems, and networks in the Allegany County Public Schools for ACPS employees.

Definitions

Responsible use: Responsible use includes but is not limited to the following:

1. Accessing ACPS technology and social media for instructional purposes and ACPS-sanctioned activities consistent with employee roles and instructional requirements.
2. Using technology and social media in a way that does not interfere with employee work, cause disruptions to the school or work environment, result in additional costs to ACPS or violate ACPS policies or applicable laws.
3. Practicing responsible, ethical, and legal behavior, in compliance with federal, state and applicable copyright and fair use laws.
4. Exercising special care and vigilance with both ACPS-owned devices as well as personal electronic devices.
5. Practicing good digital citizenship through safe, supportive, effective learning environments.
6. Accessing technology on the ACPS network for instructional purposes beyond the regular school day only in accordance with the educational goals of the school system.
7. Supervising students who are using the Internet.
8. Safeguarding usernames and passwords
9. Complying with policy KJB in regards to district wide mass distributions in any form.
10. Participating in annual responsible use of technology staff development.

Policy Statement

Technology use in the Allegany County Public Schools (ACPS) is for educational purposes, such as accessing curriculum-related information, sharing resources, and promoting innovation that enrich the curriculum and the instructional program. Technology extends the classroom beyond the school building by providing access to information resources on local, state, national, and international electronic networks such as the Internet. Use of the Internet for purposes of locating information and facilitating communication are critical literacy skills. Unless an employee is authorized to convey an official position of ACPS, opinions expressed by employees do not represent the official position of ACPS.

ACPS technology operations require back-up and caching of data and communications, logging of activity, monitoring of general use patterns, and other such activities that are necessary to provide required service. The Allegany County Public School System's network provides a Children's Information Protection Act (CIPA) compliant filter restricting access to non-compliant resources. The network filter is not limited to ACPS-owned equipment. Use of personally owned equipment while connected to the ACPS network is acceptable but is subject to the policy.

Technology use is a privilege which can be revoked. Inappropriate use will be addressed by administrative disciplinary actions. There is no expectation of privacy while connected to the ACPS network.

<u>Legal Reference</u>			
<u>Policy Cross Reference</u>	<u>Adopted</u>	<u>Reviewed</u>	<u>Revised</u> June 12, 2007, 1 st Reading July 12, 2007, 2 nd Reading July 14, 2009, 1 st Reading August 11, 2009, 2 nd Reading August 9, 2011, 2 nd Reading August 11, 2015, 1 st Reading September 8, 2015, 2 nd Reading April 11, 2017, 1 st Reading May 9, 2017, 2 nd Reading