

PROCEDURE TITLE: Responsible Use		
ADOPTION/EFFECTIVE DATE: February 2, 2015	MOST RECENTLY AMENDED::	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY:		

I. Purpose and Scope

This procedure sets forth the criteria, terms, and conditions with which the Harford County Public Schools community must comply when utilizing HCPS telecommunication devices and/or resources.

II. Definitions

- A. Telecommunication devices** means any electronic or battery powered instrument which transmits or receives voice, text, data or information in any form including, but not limited to cell phones, computers, smart phones, tablets, electronic readers or language translators.
- B. Telecommunication resources** means any HCPS computer network; software; application(s); software as a service or any other system which permits the transmission of any form of communication whether through wireless or wired means.
- C. Personal telecommunication devices** means a telecommunication device owned by a person or entity other than HCPS
- D. Networks** means a system which transmits data between computers or computer systems, including wired and wireless technologies.
- E. Internet** means the collective public network of computers and computer networks.
- F. Software** means any application or script that can be executed on a computer system, server, or other electronic device.
- G. Content filter** means a software or device designed to block access to material based on its content.
- H. CIPA** means the Children's Internet Protection Act (Pub. L. No. 106-554 (2000) (codified at 20 U.S.C. §§ 6801, 6777, 9134 (2003); 47 U.S.C. § 254 (2003)).
- I. FERPA** means the Family Educational Rights and Privacy Act (20 U.S.C § 1232g; 34 CFR Part 99).
- J. HCPS community** means HCPS employees, students, volunteers, or any person who is permitted access to HCPS telecommunication devices or resources.

III. Procedures

HCPS community shall be required when accessing HCPS telecommunication resources to agree to and comply with the following terms and conditions.

A. HCPS community use of HCPS telecommunication devices or resources

1. Use for **educational purposes** only. The HCPS community agrees to:
 - i. Access and exchange information to promote research and instruction for educational purposes only.
 - ii. Protect and care for all technology and devices.
 - iii. The review of all communications, files, and data by the system administrators, principal, and district officials.
 - iv. Practice responsible, ethical, and legal behavior when downloading files from the Internet or other sources for educational purposes and agree to avoid the intentional introduction of computer viruses and other malicious software.
 - v. The content filtering of all Internet access pursuant to, but not limited to, CIPA.
 - vi. Evaluate the legitimacy of information presented or certain actions (like “downloadable files”) initiated online via content filter.
 - vii. Report **inappropriate use** of technology immediately. It is important to report misuse, damage, and/or inappropriate content to teachers or staff members who can address the issue, submit work orders or fix problems in a timely manner.
2. Digital citizenship and cyber-safety. The HCPS community agrees to:
 - i. Keep **personal information** (including but not limited to, home/mobile phone number, mailing address, photos, and password(s)) and that of others **private** in accordance with FERPA and other applicable laws and resolutions. The HCPS community agrees to:
 1. Communicate only with people I know.
 2. Follow safety guidelines posted by sites to which I subscribe.
 3. Be aware of and/or modify the privacy settings on any website to I which subscribe.
 4. Understand that anything I do online or electronically is not private and can be monitored.
 - ii. Show **respect** for myself and others when using technology including social media. It is important to:

1. Use appropriate language in all communications. Profanity, obscenity and offensive or inflammatory speech and/or tone are prohibited.
 2. Seek help if I feel unsafe, bullied or witness unkind behavior in accordance with the Board of Education of Harford County's Bullying, Cyberbullying, Harassment or Intimidation of Students Policies and Procedures.
- iii. **Integrity and attribution.** The HCPS community agrees to:
1. Evaluate and cross-reference sources for bias and credibility.
 2. Foster innovation by challenging ideas, supporting tolerance, and honoring independent thought.

B. HCPS community use of personal telecommunication devices

The use of personal telecommunication devices to support education is a **privilege**. Adherence to this procedure will enhance the learning environment as a whole. In addition to the terms and conditions stated above, the HCPS community agrees to:

1. Take full responsibility for personal devices. HCPS is not responsible for the security of personal technology devices. Personal telecommunication devices may not be left at school before or after school hours.
2. Use personal devices for an instructional purpose in accordance with the HCPS Personal Communication Device Policy.
3. Immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in "silent" mode and put away when asked by teachers.
4. Transmit or post photographic images/videos only when such action is for a legitimate instructional purpose.
5. Charge personal telecommunication devices prior to bringing them to school and operate from their own batteries while at school. Charging will be available on a limited basis and at the teacher's discretion.
6. Use the HCPS wireless (Wi-Fi) connection in order to comply with the use of content filters. The HCPS community will not bypass the network restriction by using an external network.
7. Understand that bringing personal telecommunication devices on premises with the intent to infect the network with a virus, worm or other program designed to alter, damage, destroy, or provide access to unauthorized data or information is in violation of the Responsible Use Procedure and will result in disciplinary actions. HCPS has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infections.

8. Understand that HCPS will not support personal telecommunication devices.

Approved By:



Barbara P. Canavan
Superintendent of Schools



Date

PROCEDURE

Procedure Action Dates		
ACTION DATE	ACTION DATE	ACTION DATE
Adopted 02-02-2015		

Responsibility for Procedure Maintenance & References		
LAST EDITOR/DRAFTER NAME: Drew Moore		JOB POSITION OF LAST EDITOR/DRAFTER: Director of Information and Technology
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME:		DESIGNEE POSITION:
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
PROCEDURE NUMBER PRIOR TO NOVEMBER 1, 2005:		