



INSTRUCTION: Instructional Services

Technology Acceptable Use Policy (TAUP) for Students

I. Purpose

Baltimore County Public Schools (BCPS) offers a wide array of technology resources for student use. These technology resources are to be used by students for educational purposes. This rule implements Board of Education of Baltimore County (Board) Policy 6202 by outlining appropriate use and prohibited activities when using BCPS technology resources and when using personal and/or BCPS-issued electronic devices.

II. Definitions

- A. *BCPS-Issued Device* – Device that is the property of BCPS and is provided to a student as part of the student’s educational program.
- B. *Educational Purposes* – Those tasks performed by students, which are directly related to BCPS’ curricular assignments, projects or research.
- C. *Electronic Device* – Any device (personal or BCPS-issued), including, but not limited to, desktop computers, laptops, Smartphones, iPads, tablets and e-Readers.
- D. *Internet* – A global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols.
- E. *Network* – The system of devices, kiosks, servers, databases, routers, hubs switches and distance learning equipment.
- F. *Parent* – A student’s natural or adoptive parent, a legal guardian or an individual acting as a parent in the absence of a parent or a guardian.
- G. *School Administrator* – School principal or in the absence of the principal, the administrator designated by the principal.

- H. *Technology Resources* – Any electronic device or system that uses, stores, manages, carries or supports audio, video, text or data and includes, but is not limited to, information transmitted or received via radio, television, cable, microwave, telephone, computer systems, networks, copiers, scanners, cell phones/smart devices and fax machines.

III. Students

- A. All students shall comply with the provisions of Policy 6202 and this rule as a condition of continued use of BCPS technology.
- B. All students shall use technology in a manner that is responsible, legal and appropriate. This rule shall be in effect any time the student connects to the school system's hardwired or wireless network via outside lines such as VPN, dialup and distance learning equipment.

IV. General Provisions

- A. The *Technology Acceptable Use Policy (TAUP)* for Students will be reviewed annually by the school administrator with students at the beginning of each school year as part of the student handbook training session.
- B. Any and all computer hardware, software, electronic files, peripheral devices and technology systems owned by BCPS are under the domain of BCPS and are subject to the requirements of this rule.
- C. Use of BCPS technology or networks for any illegal activity is prohibited. BCPS technology or networks shall not be used for personal gain or profit or for any business or commercial activities.
- D. BCPS shall not be responsible for unauthorized financial obligations incurred by students who use BCPS' technologies.
- E. BCPS students may use BCPS technology and networks for completion of assignments, projects or other educational purposes only. Teachers and other staff should guide students in their use of BCPS technology so that students will learn how Internet resources can provide valuable educational information from classrooms, schools and other national and international sources.

- F. Linked sites are not under the control of BCPS, and BCPS is not responsible for the content, accuracy or quality of information of any linked site, links within the site or any revisions to such sites. Links from BCPS Web sites are provided as a convenience and do not imply an endorsement of the content of the linked Web site.

V. Student Responsible Use of Technology, Electronic Devices and the Internet

- A. Students will be held responsible for appropriate behavior when using BCPS electronic devices, network and the Internet. Students are expected to follow all of the responsibilities listed in subparagraph V(B), as well as instructions given verbally by BCPS teachers and administrators, and to demonstrate good digital citizenship and legal and ethical behavior at all times while using BCPS electronic devices, network and Internet.
- B. Students will be required to acknowledge the following responsibilities prior to using BCPS electronic devices, the network and the Internet.
 - 1. I am responsible for my language. I will be polite and use appropriate language in my e-mail messages, online postings and other digital communications.
 - 2. I am responsible for how I treat others. I will not create or communicate abusive, harassing, bullying, libelous, obscene, offensive, profane, threatening, discriminatory or illegal messages.
 - 3. I am responsible for respecting the intellectual property rights of others. I will obey copyright laws. I will use another's work only with proper citation and permission. I will not plagiarize another's work.
 - 4. I am responsible for my student user account. I am responsible for all activity conducted through my account(s). I understand that my user name and passwords are confidential and shall not be shared with anyone. I understand that it is important to log off of the computer at the end of every session so another user cannot use my password.
 - 5. I am responsible for my use of the BCPS network. I will use BCPS resources responsibly and will not search, retrieve, save, circulate, display, upload, post, e-mail, transmit or otherwise make available any hate-based, offensive or sexually explicit images, language or the files that generate such images or language.
 - 6. I am responsible for protecting the security of the BCPS network. I will not attempt to bypass security settings or Internet filters or interfere with the operation of the network by installing or downloading unauthorized software, games, programs, files,

electronic media, stand-alone applications from the Internet or from any other sources.

7. I am responsible for protecting school property. I understand that vandalism is prohibited. This includes, but is not limited to, accessing, modifying or destroying equipment, programs, files or settings on any computer or technology resource. I understand that I need the authorization from a school administrator or teacher to use personal electronic devices or memory storage devices that I bring to school.
8. I am responsible for my conduct on all online sites. I understand that what I do on social networking Web sites should not interfere with, negatively affect, or cause disruption to the school learning environment. I will use Internet tools such as discussion boards, chat rooms and instant messaging for educational purposes. I will use Internet tools such as discussion boards, chat rooms and instant messaging for educational purposes only.
9. I am responsible for following Board policies, Superintendent's rules and school procedures when using BCPS technology and networks and when publishing school work online. I understand that it is unsafe to post any personal information about myself and others, including but not limited to my address, phone number or school. I will not post photos or videos of students online without the permission of the parent of the student, or of the student if the student is age 18 and older.

VI. Reporting

Students shall immediately report to a school administrator or teacher:

- A. The receipt of an electronic message that threatens to endanger the safety of students, employees or other persons;
- B. Any incident or harassment, bullying or cyberbullying to the classroom teacher or a school administrator; or
- C. Any violation of the *Technology Acceptable Use Policy*.

VII. Student Intellectual Property

- A. BCPS may publish and/or display a student's intellectual property created during school-sponsored activities and/or learning experiences.

- B. A student's intellectual property may be displayed in schools, at school-sponsored events or used in BCPS publications or communications through digital and print media including: school newsletters, yearbooks/memory books, brochures, BCPS/school Web sites, social media sites (e.g., Facebook™, Instagram, Twitter™, Flickr, blogs, etc.), the school system's cable television channel or by other means.
1. Identification of a student's intellectual property shall appear in the following manner:
 - a. *Individual Student* – First and last name, school and grade.
 - b. *Group of Students* – Group name, school and grade, with the exception of labeling that would identify a student's intellectual level or attainment, such as "Ms. Jones' special education or gifted and talented (G/T) class."
 2. Notice of copyright shall be used when electronically publishing or displaying student intellectual property.
- C. Student-created publications and productions linked to, or included as part of, any school or school-system Web site, shall:
1. Be reviewed and approved by the office head or school principal;
 2. Comply with parental privacy opt-out preferences;
 3. Comply with BCPS guidelines for Web publishing;
 4. Comply with Superintendent's Rule 1110, *Publications, Radio, Television and Digital Media*; and
 5. Be published on the school or school-system Web site only by the BCPS Department of Information Technology or office/school Webmaster.
- D. Parent Opt-out Provisions

A parent may request that his/her child's intellectual property and publications/productions not be published or displayed.

1. In order to withhold permission, the parent must log into BCPS One, click on the Student Information System tile/button, select the student's name from the dropdown menu, and then click on the privacy preferences tile/button. The parent may request that BCPS not publish or display his/her child's intellectual property and/or student-created publications by checking the appropriate boxes.
2. If a parent does not have access to the Internet:
 - a. The parent may contact his/her child's school principal to use a computer terminal to access BCPS One; or

- b. Complete the *Student Privacy Options* (Rule 6202, attachment) and submit the form to the child's school principal.
3. The student privacy option required under this subparagraph must be completed by October 1 each school year or within 30 days of the student's enrollment in school. If the parent wishes to change his/her child's privacy option after the deadline, he/she must complete the *Student Privacy Options* (Rule 6202, attachment) and submit the form to the child's school principal.

VIII. Filtering

Pursuant to the Children's Internet Protection Act (CIPA), BCPS uses filtering software and hardware to screen Internet sites for abusive, libelous, obscene, offensive, profane, threatening, sexually explicit, pornographic or illegal material.

IX. Safety and Privacy

- A. The personal privacy of communications, data and files on BCPS systems is neither expressed nor implied. BCPS may monitor, audit and review data, files and communications to maintain system integrity and to ensure that students are using the system in accordance with applicable federal and state laws, Board policies and Superintendent's rules.
- B. BCPS will not be responsible for any information that may be lost, damaged or unavailable due to technical or other difficulties.
- C. Parents are exclusively responsible for monitoring their child's use of the Internet when the BCPS network is accessed from home or a non-school location.

X. Compliance

- A. All student users shall be subject to the student technology acceptable use policy, this rule, the code of student conduct, and all local, state and federal laws when using BCPS technology and networks and in their use of social media. Violations may result in loss of access to BCPS technology and/or networks, disciplinary action and/or criminal prosecution or restitution. Student violators will be disciplined in accordance with Board Policy 5550, *Disruptive Behavior*.

- B. Student-authorized users must immediately report the loss or theft of BCPS-issued devices to the student's principal and follow school system loss reporting procedures.
- C. Costs incurred due to vandalism that results in the loss or destruction of BCPS technology or BCPS-issued devices will be the financial responsibility of the negligent or culpable student(s).
- D. Illegal activities will be reported to appropriate law enforcement authorities and may subject the violator to civil and/or criminal penalties or consequences.

Legal References: 18 U.S.C. §§ 2510-2522, *Electronic Communications Privacy Act*
20 U.S.C. § 794d, *Section 508 of the Rehabilitation Act of 1973*
20 U.S.C. § 1232g, *Family Educational Rights and Privacy Act*
20 U.S.C. §§ 1400-1419, *Individuals with Disabilities Education Act*
29 U.S.C. § 794, *Section 504 of the Rehabilitation Act*
47 U.S.C. § 254(h), *Children's Internet Protection Act*
Annotated Code of Maryland, Education Article § 7-305, *Suspension and Expulsion*
Annotated Code of Maryland, Education Article § 7-308, *Searches of Students and Schools*
Annotated Code of Maryland, Education Article § 26-101, *Disturbing Activities at School of College; Molesting or Threatening Students*
Annotated Code of Maryland, General Provisions Article §§ 4-101 to 4-601 (Public Information Act)
COMAR 13A.05.01, *Provision of a Free Appropriate Public Education*
COMAR 13A.05.02, *Administration of Services for Students with Disabilities*
COMAR 13A.05.04.01, *Public School Library Programs*
COMAR 13A.08.01.11, *Disciplinary Action*

Related Policies: Board of Education Policy 1110, *Publications, Radio, Television and Digital Media*
Board of Education Policy 4008, *BOARD Data Governance*
Board of Education Policy 4104, *Technology Acceptable Use Policy (TAUP) for Authorized Users*
Board of Education Policy 5230, *Student Records*

RULE 6202

Board of Education Policy 5500, *Code of Student Conduct*

Board of Education Policy 5550, *Disruptive Behavior*

Board of Education Policy 5580, *Bullying, Cyberbullying, Harassment
or Intimidation*

Board of Education Policy 5600, *Students' Responsibilities and Rights*

Board of Education Policy 5610, *School-Sponsored Media/Student
Journalists*

Board of Education Policy 6002, *Selection of Instructional Materials*

Related Rules: Superintendent's Rule 1110, *Publications, Radio, Television and
Digital Media*

Superintendent's Rule 1120, *Copyright*

Superintendent's Rule 5230, *Student Records*

Rule

Superintendent of Schools

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