

These administrative regulations outline the process and standards for review, approval, selection, and proper use of online services for use in the Allegany County Public Schools (ACPS) system.

**I. General Provisions**

- A. All use of online services shall be consistent with the mission and objectives of ACPS and shall comply with established ACPS policies, procedures and federal, state and local laws and regulations.
- B. ACPS reserves the right to monitor, inspect, copy, review, and store any staff use of online services without advance notice or consent.
- C. ACPS shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user arising out of the user's use of online services or ACPS's computer networks or the Internet under this policy.
- D. All users must agree to cooperate with ACPS in the event of an investigation into alleged improper use of an online educational service, ACPS network or the Internet, whether that use is on an ACPS device or a personally owned device.
- E. Any online service that requires the submission of student or staff personally identifiable information and/or acceptance of a user agreement must be approved by the Information Technology Department prior to use.

**II. Staff Data**

No employee or contracted third party may claim ownership rights, property rights, or the copyright to staff work product or relinquish any of these rights to a party acting for or on behalf of the school system.

**III. ACPS Information Technology Department Duties (IT)**

- A. IT shall review and approve any online services that require the submission of personally identifiable information and/or acceptance of a user agreement.
- B. IT shall create, distribute, and maintain procedures for requesting, approving and communicating the use of online tools based on technical, instructional and legal standards. At a minimum, requests for use must explain how the online service will be used with staff, and must contain a web-link to the desired tools for review by IT. IT may consult with legal counsel as needed.
- C. IT's internal procedures shall have in place management, operational, and technical security controls to protect the school system from a breach of student and staff data. These procedures shall include, but not be limited to a provision in the agreement with the vendor which includes:
  - 1. A prohibition against the vendor's secondary use of staff data including sales, marketing or advertising;
  - 2. A prohibition against the vendor's modification of the contract without advanced notice and consent;
  - 3. A requirement that the vendor limit data collection and use for the purpose of fulfilling its duties as outlined in the user agreement;
  - 4. A prohibition against mining data for any purposes other than those stated in the agreement;
  - 5. A requirement that the vendor have in place management, operational, and technical security controls in accordance with industry best practice to protect from a data breach;

- 6. A requirement that the vendor has limited, nonexclusive license to ACPS, staff intellectual property, content, and data for the sole purpose of performing its obligations as outlined in the agreement; and
  - 7. A requirement that the vendor agree to comply with all applicable state and federal law.
  - 8. A requirement that the vendor agrees to save and hold harmless ACPS for any harm occasioned by a breach of security concerning PII.
- D. IT shall communicate procedures for requesting the use of online services, conditions for approval, and proper use to appropriate staff.
- E. IT shall assist staff in identifying and accessing new technology resources in a manner that provides a safe and secure learning environment.

**IV. ACPS Teachers/Staff/Administrators**

Staff who utilize online services which require student PII should annually indicate their understanding of this policy and these regulations before utilizing such online services.

<b>Board Reviewed</b> <b>02/16/16</b>	<b>Superintendent Approved</b> <b>02/16/16</b>
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