

Employee Responsibilities

1. As in any classroom situation, the teacher/employee is responsible for supervising and monitoring learning activities using telecommunications.
2. Access to the Internet is a privilege and will be through the assigned school networks/accounts only.
3. ACPS telecommunications network use for district wide mass distributions such as to the ACPSList@acps.k12.md.us for material that does not have a direct educational purpose such as advertisements, fundraisers, and announcements is prohibited.
4. Employees will use the Internet for legal activities only. Illegal activities include, but are not limited to: knowingly spreading viruses, violating copyright laws, using unauthorized and / or unlicensed software, impersonating another user, unauthorized entry, and/or destruction of computer networks and files.
5. Use of telecommunications for commercial, gaming, purchasing, or illegal activities including but not limited to: Viewing, distributing, or importing (downloading) abusive, harassing, offensive, obscene, libelous, disruptive, pornographic, threatening, sexually explicit, or inflammatory language, pictures, or other material, knowingly spreading viruses violating copyright laws, using unauthorized software, impersonating another user on any computer or network in the Allegany County Public Schools is prohibited.
6. Employees shall not use ACPS computers or networks for peer to peer file sharing or employ proxy avoidance technology in an attempt to download unauthorized material or circumvent filters and firewalls.
7. Employees shall not incur unauthorized financial obligation to purchase materials, goods, or services offered for sale on the Internet, nor shall they publish electronic information which purports to speak for ACPS without obtaining prior approval. School employees are to obtain approval from the Office of Communications.
8. Employees with a personal site such as MySpace, FaceBook, or like sites should refrain from using content related to ACPS students or portraying themselves or staff members in conduct unbecoming an ACPS employee.
9. Employees requesting access to the Internet through the school's network must read the provisions outlined in the Allegany County Public Schools Telecommunications Acceptable Use Policy for Employees, and agree to abide by them. Terms of agreement are established each time an employee logs onto any device connected to the ACPS network by agreeing to the Acceptable Use Policy compliance prior to login.
10. Employees are responsible for the safe-keeping of all equipment in their possession and encouraged to use that equipment professionally as stated in this Policy. Theft, vandalism or loss will become the employee's responsibility for replacement. Therefore, it is highly recommended that each employee take precautions in securing the equipment.
11. Staff may use their own personal computing devices such as Smart phones, laptops and tablets on the wireless ACPS network by first complying with the stated Acceptable Use Policy prior to login. ACPS is not responsible for loss, theft, or damage to a personal computing device.

In Addition to the above Employee Responsibilities, Teacher Responsibilities include:

Teachers assigning Internet use will screen network resources in order to specify those which are applicable to the curricular needs of the assignment and the developmental level of the student(s).

Telecommunications Safety

Teachers assigning or permitting Internet use will provide or arrange for instruction in telecommunications acceptable use. Topics to be taught include:

- a. Content of the Allegany County Public School Telecommunications Acceptable Use Policy
- b. Procedures for accessing appropriate network resources identified by a teacher
- c. Procedures for using specific telecommunications tools
- d. Copyright laws
- e. Privacy and security issues
- f. Personal safety guidelines
- g. Skills needed to locate and use information which matches the student's instructional level and the learning objectives of the assignment
- h. Identifying information sources and assessing the appropriateness of using Internet for a specific learning activity
- i. Proper use of computer equipment and networks
- j. Proper netiquette

Precautions will be taken to ensure that the Internet is a safe learning environment. Students will be supervised while using the Internet and will be instructed in appropriate use, selection, and evaluation of information. Filtering software, which attempts to block access to objectionable material, is installed on computer networks used by students.

The use of the Internet by teachers, employees, and students is a privilege, not a right. Accounts are issued, inspected, and terminated at the sole discretion of the Board of Education of Allegany County.

There is risk to personal privacy for individuals using the Internet to obtain services from government or private sector, to order goods, or simply to seek information. Such transactions of web visits are documented and can be retrieved for review.

Consequences of Unacceptable Use

All data and intellectual property created in the performance of duties with the Allegany County Public Schools (i.e. spreadsheets, word documents, computer programs) is property of the Board of Education. All data stored on computers owned by the Allegany County Public Schools becomes the property of the Board of Education whether created in the performance of duties or not.

Internet access and telecommunication in the Allegany County Public Schools is provided for appropriate educational activities only, and will occur in a manner prescribed in the section on Teacher and Employee Responsibilities. The Board of Education of Allegany County is not responsible for use that is in violation of these regulations.

Misuse of the Internet or a violation of these regulations will result in the teacher's/employee's account and privileges being denied, revoked, or suspended. Violations of the Telecommunications Acceptable Use Policy may be a violation of law, civil regulations, or Board Policies. Suspension of telecommunications privileges, disciplinary action, and/or legal action may result from infringement of this policy.

Any illegal activities will be reported to the proper law enforcement agency.

Board Reviewed 08/09/11	Superintendent Approved 08/10/11
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