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| FREDERICK COUNTY PUBLIC SCHOOLS | Reg. No. 300-45 |
| Subject: COMPUTERS: STAFF USE | Date of Issue: 4/1/96 |
| Preparing Office: Office of the Superintendent | Amended: 4/4/07 |

I. Policy

II. Procedures

A. Overview

The Frederick County Public Schools (FCPS) provides computer resources (including but not limited to computers, software, the internet, networks, email, data systems, and computer peripheral devices such as printers, scanners and faxes) to users to assist them in the performance of tasks associated with their positions and assignments. Users must utilize these computer resources in compliance with this regulation and the FCPS Regulation 400-73, "Computers: Digital Networks Acceptable Use." The computer equipment and data resources are the property of Frederick County Public Schools. Use is restricted to appropriate academic, research, and employment-related activities and is governed by all federal, state, and local laws and policies. The Frederick County Public School system encourages users to utilize available technologies to explore educational topics, conduct research, and communicate with others in the context of their professional duties.

B. Guidelines

1. Any and all computer hardware, software, electronic files, and peripheral devices (such as printers, scanners, fax machines, telephone voice mail) owned by Frederick County Public Schools (or residing on or used in such equipment) are to be considered under the domain of the Frederick County Public Schools and subject to this regulation.
2. Employees of the Frederick County Public Schools, volunteers, or vendors who are formally or informally authorized to use covered computer resources (including but not limited to computers, software, the internet, networks, email, data systems and computer peripheral devices such as printers, scanners and faxes) are responsible for their actions.
3. FCPS computer resources (including but not limited to computers, software, the internet, networks, email, data systems and computer peripheral devices such as printers, scanners and faxes) and files are to be used for purposes of fulfilling the professional role of authorized users.
4. Authorized users of FCPS computer resources may not disclose their passwords to anyone other than authorized supervisors and are responsible for all actions taken under that account.
5. All software, including that which is downloaded from the Internet or transferred from one medium to another, shall be used in compliance with copyright laws.

6. Files and e-mail messages created or stored on equipment or media covered under this regulation are the property of the Frederick County Public Schools. Users are cautioned that they should not expect files or e-mail messages stored on FCPS equipment to be private. Frederick County Public Schools may monitor, audit, and review files, directories, and communications to maintain system integrity and to ensure that staff members are using the system in accordance with FCPS regulations and applicable federal and state laws.
7. Use of e-mail distribution lists (such as Key Communicators, Principals, Church Street, etc.) for transmitting information of a personal nature or solicitation is prohibited.
8. This regulation along with FCPS Regulation 500-29, "Copy Multimedia," and FCPS Regulation 400-73, "Computers: Digital Networks Acceptable Use," are to be reviewed annually by all FCPS employees.
9. Users are required to disclose system or file-level passwords upon request by a supervisor.
10. Employees may borrow school system computers for use related to their job responsibilities (including but not limited to professional development and graduate courses), with their supervisor's approval, subject to the provisions of FCPS Regulation 200-46, "Property Assigned to FCPS Employees-Procedures for Issuance and Return." A copy of the appropriate form for borrowing school system property, "FCPS Receipt for Property," as outlined in FCPS Regulation 200-46 is also included with this regulation.
11. Computer users must also comply with FCPS Regulation 400-73, "Computers: Digital Networks Acceptable Use."

C. Violations

Examples, although not exhaustive, which would violate this regulation are listed below:

1. Knowingly accessing, uploading, downloading, distributing, or communicating pornographic or sexually-explicit images or language or the files which generate such images or language.
2. Knowingly accessing, uploading, downloading, distributing, or communicating files in violation of licensing and/or copyright laws including but not limited to music, video and digital images.
3. Creating and/or communicating offensive, threatening, or discriminatory interpersonal communications.
4. Vandalizing, damaging, or disabling covered equipment.
5. Knowingly loading or communicating electronic files (such as viruses) which would have the effect of vandalizing, damaging, or disabling FCPS equipment.

6. Accessing another individual's materials, information, or files without authority.
7. Installing, keeping, or using a copy of password-breaking or unauthorized encryption software on covered equipment.
8. Using covered equipment for personal gain or profit.
9. Allowing anyone other than an authorized supervisor to use your authorized account password(s).
10. Allowing an unauthorized user to use your authorized account(s), e-mail address, or web page.
11. Unauthorized access to the account of an authorized user, or possession or use of software that can be used to obtain unauthorized data.
12. Violation of FCPS Regulation 400-73, "Computers: Digital Networks Acceptable Use."

D. Consequences of Violations

1. Equipment found to contain unauthorized files (such as illegal copies of software, evidence of access to inappropriate web addresses, unauthorized encryption software, e-mail content in violation of regulation, etc.) will serve as evidence in disciplinary action against the employee.
2. Violations of this regulation will subject the violator (employees, vendors, volunteers, or others similarly situated) to disciplinary action (up to and including termination of employment) in accordance with Frederick County Public Schools disciplinary policies and loss of access to resources covered under this regulation. In addition, any illegal activities will be reported to the appropriate agencies.

Approved:

original signed by

Linda D. Burgee
Superintendent

| FCPS RECEIPT FOR PROPERTY (A separate card shall be filled out each time property is issued.) | | | | Issued to: | | Issued by: | | |
|---|---------------|----------|-------------------------|----------------------|----------|------------|--------|--|
| | | | | Building: | | | | |
| Property # | Serial Number | Quantity | Description of Property | Issue Date | Date Due | | | |
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| I understand that I am personally responsible for the property listed above and that I shall be held financially liable for its loss or damage (due to misuse or abuse as determined by the Manager or Supervisor). I must return all FCPS property assigned to me before I transfer, retire, or sever employment. If I fail to do so, or the property has been damaged, the value of such property will be withheld from my wages. | | | | | | | | |
| | | | | (Employee Signature) | | | (Date) | |
| White copy - Manager with signature control for inventory Yellow copy - Supervisor Pink copy - Employee | | | | | | | | |