



# BALTIMORE COUNTY PUBLIC SCHOOLS

## TECHNOLOGY ACCEPTABLE USE AGREEMENT FOR EMPLOYEES AND APPROVED NON-EMPLOYEES

### PURPOSE OF TECHNOLOGY

Baltimore County Public Schools (BCPS) recognizes that new technologies are changing the ways that information may be accessed, communicated, and transferred. These changes provide opportunities to enhance teaching and learning, communication and resource sharing, and workplace efficiency. Use of technology in BCPS is for those tasks performed by employees and approved non-employees for legitimate educational, administrative, or business purposes related to the operation of BCPS.

### TERMS AND CONDITIONS

**Employees and Approved Non-Employees shall:**

- ✓ Comply with the privacy rights of all persons.
- ✓ Comply with copyright laws and intellectual property rights of others.
- ✓ Comply with all Board Policies, Superintendent’s Rules, and school system procedures.
- ✓ Immediately report to the user’s immediate supervisor, or to the department of information technology if the supervisor is not available, the receipt of electronic messages which threaten to endanger the safety of students, employees, or other persons.
- ✓ Report suspected violations of the technology acceptable use policy to the user’s immediate supervisor.
- ✓ Safeguard confidential information available to them. Any wrongful disclosure of personal/confidential information shall be reported immediately to the user’s supervisor. Notice of the breach shall be made in accordance with the Maryland personal information protection act.
- ✓ Report the loss or theft of BCPS technology in accordance with school system policies, rules, and procedures and cooperate in the loss investigation.

**Disclaimer**

The accuracy and quality of the information located on technology networks cannot be guaranteed. No warranties for technology access are expressed or implied; BCPS will not be responsible for any information that may be lost, damaged, or unavailable due to technical difficulties.

**Employees and Approved Non-Employees shall not engage in prohibited activities, including, but not limited to:**

- ✗ Bypass the school system’s Web content filter.
- ✗ Access, upload, download, distribute, or communicate pornographic or sexually-explicit images or language.
- ✗ Create or communicate abusive, harassing, bullying, libelous, obscene, offensive, profane pornographic, threatening, discriminatory, or illegal communications.
- ✗ Use technology for general personal use; personal gain or profit; lobbying; commercial; or illegal purposes.
- ✗ Knowingly enter unauthorized computer networks or software to tamper or destroy data or perform network scanning activities unless authorized by the network support services team.
- ✗ Install unauthorized software or hardware on BCPS technology.
- ✗ Incur unauthorized financial obligation to BCPS.
- ✗ Share usernames and/or passwords to access BCPS technology.
- ✗ Knowingly upload or communicate electronic files (such as viruses) which would have the affect of vandalizing, damaging, or disabling BCPS technology.
- ✗ Access another individual’s materials, information, or files without authority.

**Penalties**

Violations of Policy or Rule 4104 may result in a loss of access to BCPS computers and systems; disciplinary action up to and including termination; and/or legal action.

**EMPLOYEES AND APPROVED NON-EMPLOYEES MUST COMPLETE AND SIGN THE TECHNOLOGY ACCEPTABLE USE AGREEMENT**

**TECHNOLOGY ACCEPTABLE USE AGREEMENT**

I have been provided a copy of and have read and understand Board of Education Policy and Superintendent’s Rule 4104, *Technology Acceptable Use Policy (TAUP) for Approved and Non-Approved Employees*. I understand that BCPS technology is to be used for legitimate educational, administrative, or business purposes related to the operation of BCPS. I agree to comply with the terms and conditions contained in Policy and Rule 4104, and any future terms and conditions that may be developed, during the course of my employment or affiliation with Baltimore County Public Schools.

I agree to abide with the acceptable use terms and conditions and to adhere to all Board of Education Policies, Superintendent’s Rules, and school system procedures while using BCPS technology. I understand that privacy of my communications, data, and files on BCPS systems is neither expressed nor implied and that BCPS may monitor, audit, and review data, files, and communications at any time and without notice.

I further understand that any violation of Policy or Rule 4104 will be considered misconduct in office and may result in the loss of access to BCPS computers and systems; in disciplinary action, up to and including termination; and/or legal action.

I certify that I have read and understand the above Agreement, and that I accept and will be bound by its terms and conditions.

\_\_\_\_\_  
Employee/Non-Employee Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Work Location

\_\_\_\_\_  
Work Telephone Number

**THE FOLLOWING INFORMATION IS USED FOR FILING AND FORM IDENTIFICATION PURPOSES.**

\_\_\_\_\_  
Employee ID Number or Last 4 Digits of SSN

\_\_\_\_\_  
Home Telephone Number

**\*\*\*PLEASE KEEP A PHOTOCOPY OF THIS DOCUMENT FOR YOUR PERSONAL RECORDS\*\*\***  
QUESTIONS REGARDING THIS FORM SHOULD BE DIRECTED TO THE DEPARTMENT OF INFORMATION TECHNOLOGY, HELP DESK AT 443-809-4672.

**FILING INSTRUCTIONS (ORIGINAL):**

- Personnel File, Department of Human Resources (Regular and Temporary Employees)
- Department of Information Technology File (Independent Contractors or an individual)
- Principal/Office Head File (Volunteers)

**PLEASE ALSO FORWARD A COPY OF THE SIGNED AGREEMENT TO: POSTMASTER, DEPARTMENT OF INFORMATION TECHNOLOGY, 600 STEMMERS RUN ROAD, ESSEX, MD 21221.**