

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 400-73
Subject: RESPONSIBLE USE OF DIGITAL TECHNOLOGY - STUDENTS	Issued: 4/1/96
Preparing Office: OFFICE OF THE SUPERINTENDENT	Amended: 11/27/18

I. Policy

II. Procedures

A. Definitions

Digital Technology in Frederick County Public Schools (FCPS), hereafter referred to as “technology”, includes but is not limited to:

- Telephones, cell phones, and voicemail
- Servers, computers, laptops, tablets, and other hardware, infrastructure, and peripherals
- Software (operating system and application software)
- Digitized information including locally stored and online files
- Internally or externally accessed accounts, applications, tools, websites, or databases
- FCPS-provided Internet access
- FCPS-provided Wi-Fi
- Online collaboration tools (software and hardware)
- Remote classroom technologies (e.g. robots, devices used to deliver instruction for home/hospital students)
- New technologies as they become available

B. Purpose

FCPS makes a variety of technologies available to students to promote educational excellence. These technologies support and enrich the curriculum by providing access to electronic information, communication tools, online applications, and resource sharing. Technology can be effective for students as a learning tool and motivator that encourages innovation, collaboration, and independent and critical thinking.

The purpose of this regulation is to establish guidelines to help maximize the responsible use of technology, and minimize the likelihood of illegal, unethical, or inappropriate use of technology that could harm FCPS, its students, or its employees.

C. Technology Access and Use in Frederick County Public Schools

To emphasize that technology use in FCPS is for appropriate activities, this regulation requires that:

1. Technology access will be provided for educational, instructional, and other purposes consistent with the educational mission of FCPS.

2. Technology access and use will occur in a responsible manner as described below in Section D.
3. FCPS complies with the [Children's Internet Protection Act](#) (CIPA) and all other federal, state, and local laws and policies. Measures are taken to block or filter Internet access as required by CIPA.
4. Internet Access and Use:
 - a. Elementary students may only access Internet sites that have been pre-screened by FCPS staff.
 - b. Secondary students may access the Internet as needed for educational purposes.
 - c. Adult supervision is required to the extent that adequate monitoring of student activities on the Internet occurs.
 - d. Staff members assigning Internet use will ensure that such activities are applicable to the curricular needs and developmental level of the student(s).
5. FCPS-owned digital devices that are assigned to students may only be taken home with approval by designated FCPS staff.
6. Files and electronic communications created or stored on technology covered under this regulation are the property of FCPS. The school system may monitor, audit, and review all accounts, files, and communications to ensure that students are using technology in accordance with FCPS regulations and federal, state, and local laws and policies. Students should not expect that files or electronic communications will be private.

D. Student Responsibilities

To ensure the responsible use of technology in FCPS, all FCPS students will:

1. Use technology and their provided school accounts in an ethical, responsible, and legal manner for school-related purposes only.
2. Be responsible for their behavior when using technology and for all actions taken under their digital accounts.
3. Show respect to themselves and others when using technology.
4. Keep their data private:
 - a. Keep personal information (such as phone numbers, mailing address, passwords) and the personal information of others private. For safety reasons, student photographs posted online should never be labeled in a way that a viewer would know the student's full name or how to locate/contact them.
 - b. Never make their FCPS digital work publicly accessible without approval from a supervising staff member.
 - c. Never divulge passwords, or otherwise allow access, to their digital accounts to anyone other than FCPS teachers and administrators. Student are required to disclose system, account, or file-level passwords upon request of a teacher or school administrator.
5. Never access the accounts of others.
6. Never circumvent or disable filtering or other technology protection measures put in place by system administrators, including mobile hotspots or individual networks.

7. Never create, access, use, or distribute digital, video, or audio content while using FCPS technology while on FCPS property, or while using remote classroom technologies off FCPS property that violates this regulation. Examples of such actions may include, but are not limited to:
 - Bullying/Harassment/Intimidation (Board Policy 437)
 - Sexual Harassment (Board Policy 318)
 - Denigration or defamation of character
 - Jeopardizing the safety of others
 - Offensive, rude, threatening, discriminatory or pornographic communications
 - Gossip and rumors
 - Knowingly spreading viruses, worms, or any other malicious files
 - Violating copyright laws
 - Installing or using unauthorized software
 - Accessing another individual's accounts, materials, information, or files
 - Unauthorized entry (hacking)
 - Advertising commercial products or services
 - Mass unsolicited communications
 - Using FCPS technology for personal gain or profit
 - Vandalizing, damaging, or disabling FCPS technology
 - The audio or video recording of lectures or school activities without permission from FCPS
 - The posting of pictures, audio, or video of lectures or school activities to the Internet/social media without the permission of FCPS
 - Allowing others to use technology covered under a program without authorization

8. Immediately report inappropriate use of technology to a teacher or administrator.

E. Student Instruction in Responsible Use of Technology

Every year students will receive instruction in safe and responsible use of technology, including:

- Content of FCPS Regulation 400-73: *Responsible Use of Digital Technology - Students*
- Digital Citizenship (Digital access, etiquette, law, communication, literacy, commerce, rights and responsibilities, safety and security, health and wellness)
- Privacy guidelines
- Copyright rules
- Locating and using appropriate digital resources
- Determining the validity of digital resources

F. Students Receiving Home/Hospital Teaching Services

Students who are on home/hospital instruction may access the classroom using remote classroom technology, under the following conditions:

1. Appropriate training on the use of the remote technology has occurred.

2. Permission to record is received by the teacher and parent/legal guardian of all students in the classroom.
3. The device does not disrupt instruction.

G. Consequences of Violations

Violations of this regulation will subject the violator to disciplinary action in accordance with FCPS Regulation 400-08 and may include loss of access to resources covered under this regulation. In addition, FCPS reserves the right to report any suspected illegal activities to the appropriate authorities.

H. Liability

1. FCPS will not guarantee the availability of access to technology and will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
2. The accuracy and quality of online resources cannot be guaranteed.
3. Although FCPS filters internet content to comply with CIPA, FCPS cannot completely control or censor illegal, defamatory, inaccurate, or potentially offensive materials, which may be available to users of FCPS technologies.
4. FCPS and its employees are not responsible for any use that is in violation of this regulation.

Approved:

Original signed by

Theresa R. Alban
Superintendent