

POLICY TITLE: Acceptable Use of Telecommunications Equipment by Employees/Volunteers		
ADOPTION/EFFECTIVE DATE: 9/11/2000	MOST RECENTLY AMENDED: 11/10/2008	MOST RECENTLY REAFFIRMED: 5/20/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: District Management		

I. Purpose

The purpose of this policy is to set forth requirements and criteria relating to the acceptable use of telecommunication equipment as defined below which is used to communicate data, information, images, or any material in any format.

II. Definition

Telecommunication Equipment means any device, or component thereof, of any kind owned, leased or controlled by Harford County Public Schools (HCPS) which is used or intended to be used to communicate or transmit data, information, images of any material of any kind in any format. Telecommunication equipment includes, but is not limited to, computers; servers; telephones; cellular telephones; personal data transmitters; two-way radios; or any combination of telecommunication equipment which is designed to allow communication among or between one or more telecommunication devices, including, but not limited to, the Internet, the Harford County Public School's (HCPS) intranet, information sharing sites, web sites or e-mail systems.

II. Policy Statement

HCPS provides its employees/volunteers use of telecommunication equipment in support of its instructional mission. All HCPS telecommunication equipment is to be used by HCPS employees/volunteers for legitimate educational, administrative

or business purposes related to the operation of HCPS. All communications transmitted via HCPS telecommunication equipment shall be professional and respectful in tone and content. Employees or volunteers who violate this policy or any related procedure are subject to sanctions/discipline as determined by the Superintendent.

Board Approval Acknowledged By:

Jacqueline C. Haas, Ed.D., Secretary and Treasurer
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	9/11/2000				
Reaffirmed	5/20/2002				
Amended	11/10/2008				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Patrick P. Spicer, Esquire		JOB POSITION OF LAST EDITOR/DRAFTER: General Counsel
PERSON RESPONSIBLE: H. Andrew Moore		JOB POSITION OF PERSON RESPONSIBLE: Director of Information Technology
DESIGNEE NAME:		JOB POSITION OF DESIGNEE:
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. Sections 4-103, 6-201, 6-202	REFERENCE 1 DESCRIPTION: Annotated Code of Maryland Education Article
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
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REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
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