ADMINISTRATIVE PROCEDURE

INFORMATION TECHNOLOGY SERVICES ACCEPTABLE USAGE GUIDELINES	<u>0700</u> Procedure No. <u>July 1, 2019</u> Date

I. **PURPOSE:** To provide guidelines intended to assist users in following established practices and procedures to use technology in a responsible and productive manner.

II. **POLICY:** The Prince George's County Public Schools' Wide Area Network (WAN) has been created to link school buildings, administrative sites, and support facilities together for the purposes of accessing and sharing information in accordance with the goals and objectives set forth by Prince George's County Public Schools (PGCPS). The Prince George's County Public Schools' Local Area Networks (LAN's) and Wireless Networks (Wi-Fi) have been created to connect computing devices, printers, and other devices at the building level to collaborate and share information.

Students are expected to use these networks and all PGCPS technology for educational purposes. Employees are required to use the school system technology within the scope of their employment. All users are expected to follow the accepted and established guidelines for technology usage. (Board Policy 0115.)

III. **BACKGROUND:** Prince George's County Public Schools (PGCPS) views technology (including computing devices, scanners, digital cameras, video projectors, video cameras, and the Internet) as instructional tools for learning. As such, policies and procedures outlined in the Student Rights and Responsibilities Handbook apply to the use of all technology tools. Any student who is a user of the PGCPS Network is expected to use technology resources for educational purposes only. Employees, authorized contractors and volunteers of PGCPS are expected to use technology resources for educational and/or PGCPS administrative purposes only. Any user of the PGCPS Network, Internet, and technologies should always reflect academic honesty, high ethical standards, and moral responsibility.

IV. **DEFINITIONS:**

A. A user is defined as anyone with access to the PGCPS network.

B. Technology includes hardware, software, digital and web-based resources.

C. Computing device is defined as technology tools connecting to the PGCPS network.

V. **GENERAL PROCEDURES**:

A. Employees are responsible for the appropriate care and security of ALL PGCPS issued equipment/devices.

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B.   All users are responsible for any activity which occurs using their PGCPS user account.

C.   All users are to log off all systems before they leave their workstation at the end of each workday.

D.   All users are prohibited from sharing accounts and/or passwords with anyone. This includes logging into a machine so someone can use it.

E.   Any PGCPS school or administrative entity may be represented by a website on the pgcps.org intranet.

F.   No local accounts can be created on computers or mobile without prior approval from the Division of Information Technology (IT).

G.   Only approved software may be installed on PGCPS devices. The approved software listing is located: https://www1.pgcps.org/it/softwareall.aspx.

H.   Personnel from the Division of Information Technology, school-based designees and staff authorized by the Chief Information Technology Officer are the only individuals who will have administrative rights to computers on the PGCPS domain.

I.   No student or unauthorized user is to be given administrative rights and/or administrative passwords to any computer within the PGCPS domain.

J.   Cyberbullying, harassment, or intimidation will not be tolerated.

K.   All computers are to be joined to the PGCPS domain unless exempted by the Division of Information Technology.

L.   Student and/or employee information must be secured and reside on school system equipment or district approved online resources.

M.   Students may only access information they are authorized to use, and need for assignments and/or other school related activities.

N.   All users are responsible for their own data and system data applicable to their duties. Sensitive information should be securely stored. Certain critical sites will have building backups, but only for redirected My Documents or office group shares.

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O.   All users will be held accountable for any violations of the Acceptable Usage Guidelines that can be traced to their individual accounts.

VI.   **PROCEDURES:**

A.   **Technology Acceptable Uses**

Acceptable use of technology and all related resources requires users to:

1.   Protect Personally Identifiable Information (PII) such as Social Security Number, Student Number, date of birth, address, phone number, or password.

2.   Use appropriate language. This applies to public messages, private messages, email, and material posted on Web pages.

3.   Respect all copyright laws.

4.   Respect network limitations when sending or receiving information. There is no limitation on the size of e-mails, either internally or externally. We do, however, have a 25Mb limit on attachments.

5.   Use the computing devices for their intended educational purposes only.

6.   Understand that use of the computing device or the network for illegal activities is strictly prohibited.

B.   **Prohibitions**

The following actions are prohibited to all users of the PGCPS Network. They include but are not limited to:

1.   Group account log-ins.

2.   Damaging computing devices, computer systems or computer networks, degrading or disrupting equipment of system performance.

3.   Trespassing in another's files, folders or work.

4.   Utilizing the network for commercial purposes.

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5. Displaying a logo of any commercial entity not directly related to Prince George's County Public Schools.

6. Using a pgcps.org website for anything other than educational or administrative purposes as deemed appropriate by PGCPS. This includes having links to any external site that does not directly relate to the instructional and/or administrative goals of PGCPS.

7. Accessing or linking to websites that contain material deemed vulgar or offensive. These include, but are not limited to websites containing any text, graphic, audio or visual representation of sex, acts of perversion, or any vulgar or obscene material, or that contain images or representations of full frontal or partial nudity lacking in any educational, scientific, or artistic value. Except for educational purposes related to carrying out job responsibilities, users should avoid these websites and should under no circumstances possess any of these materials on their computer.

8. Accessing or linking to websites that contain material deemed inappropriate. These include but are not limited to web sites containing any text, graphic, audio or visual representation of materials that contradict the morals and values of the Prince George's County Public Schools. Except for educational purposes related to carrying out job responsibilities, all users are to avoid websites promoting hatred, racial/religious/sexual discrimination, use of illegal drugs/alcohol/tobacco, criminal activities and computer/network hacking.

9. Using the PGCPS network or e-mail to promote the annoyance, harassment or attack of others.

10. Purporting to misrepresent PGCPS in any way whatsoever.

11. Utilizing the network for any illegal activity, including violation of copyright or other licenses or contracts. Copyrighted material, including graphics, may not be displayed without specific written permission to do so.

12. Accessing social media or messaging sites that are not part of a class activity under direct supervision of a teacher, or are educationally inappropriate; or, are outside the scope of an employee's job responsibilities.

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13. Using abusive or otherwise objectionable language in either public or private messages.

14. Posting anonymous messages.

15. Posting any files that prove detrimental to internet or network performance. This includes unauthorized scripts, programs, and large files that may impede network operations.

16. Causing undue congestion of the network through lengthy downloads of files, or by engaging in idle activities - e.g., students playing games not part of a class activity, or employees involved in activities other than their job responsibilities.

17. Vandalizing the data of another user.

18. Attempting to gain unauthorized access to resources, files, or any device on the network; e.g., use of hacking, spy ware tools, etc.

19. Identifying one's self with another person's name or any misrepresentation of one's true identity.

20. Using the username, password, or other credentials of another user.

21. The theft of data, equipment, or intellectual property.

C. **Consequences**

If it has been determined that a user has improperly used the equipment or its resources in any manner, the user can expect disciplinary actions which may include, but are not limited to:

1. Immediate suspension of equipment access.

2. Disciplinary action by school/office administration.

3. Letter of reprimand.

4. Arrest and prosecution.

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D.   **Web Acceptable Uses**

Acceptable use of PGCPS Websites and all related resources requires web managers to:

1.   Use the website to improve communications and services of the school or office with students, staff, parents and the entire community of Prince George's County Public Schools.

2.   Protect Personally Identifiable Information (PII) such as Social Security Number, Student Number, date of birth, address, phone number, or password.

3.   Use appropriate language.

4.   Respect all copyright laws.

5.   Use the issued web account for the intended educational and administrative purposes only.

6.   Understand that use of the website for illegal activities is strictly prohibited.

7.   Identify a specific person by first and last name and ensure written permission is acquired by way of the standard PGCPS release if using a photograph on a web page. Group or candid photographs are not subject to the use of a release.

8.   Never utilize the network for commercial purposes.

E.   **Process for Reporting Inappropriate Use of the Network or Web Site**

If a user believes that there has been a violation of these guidelines, the user is to immediately contact a teacher, school administrator or supervisor. A good rule of thumb is, "when in doubt … ask."

F.   **E-mail Services**

Every PGCPS employee is eligible for an email account.
Users should:

1.   Use their Prince George's County Public Schools email address for

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school system business only.

2.   Users are advised to acquire and use a "personal" e-mail address
        when signing up for distribution lists, circulars, newsletters, or any
        other non-educational information.

G.   **Mobile Devices**

PGCPS provides devices to designated employees which must be used for
the sole purpose of conducting official school system business. Any
personal use charges associated with the device are the responsibility of the
individual user.

Replacement of all lost, stolen or damaged devices and/or accessories will
be the responsibility of the user.

H.   **Virtual Private Network (VPN) Access**

The Division of Information Technology currently offers VPN access to a
limited number of staff, in order to access the PGCPS network resources
from an external location.

VII.   **MONITORING AND COMPLIANCE:**

Authorized staff in the Division of Information Technology will actively scan
devices connected to the PGCPS network to ensure compliance with this
procedure. Scanning may take place remotely or physically by technical support
staff. Installed software identified as being out of compliance with this procedure
will be uninstalled/removed from the device.

Best efforts will be made to contact the responsible user to verify compliance prior
to the removal of the software. However, if the user cannot be contacted within a
reasonable time, the software will be removed without further attempts to notify
user(s).

VIII.   **RELATED PROCEDURES:** Administrative Procedure Number 10101, Student
Rights and Responsibilities Handbook.

IX.   **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This
Administrative Procedure originates with the Division of Information Technology
and will be updated, as needed.

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X.   **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 0700 dated July 1, 2009.

XI. **EFFECTIVE DATE**: July 1, 2019.

Distribution: Lists 1, 2, 3, 4, 5, 9 and 10