

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS  
Board of Education  
Upper Marlboro, Maryland

0115  
Policy No.

BOARD OF EDUCATION POLICY

BASIC COMMITMENTS

Information Technology Services - Acceptable Usage Guidelines

**I. Policy Statement**

- A. The Prince George's County Board of Education (Board) is committed to providing a safe, productive, and equitable learning environment for all students, staff, and guests. The Prince George's County Public Schools (PGCPS) network infrastructure, including the Wide Area Network (WAN), Local Area Networks (LANs), Wi-Fi network, and cloud-based networks, has been designed to support effective academic and business practice for the school system.
- B. It is the expectation of the Board that all employees, students, and guests act in a responsible, civil, ethical, and appropriate manner when using PGCPS technology and digital tools. PGCPS reserves the right and has the express responsibility to monitor and filter network traffic to ensure compliance with this acceptable use policy and to protect the safety and security of all users.

**II. Purpose**

The purpose of this policy is to support and inform Users regarding the appropriate use of PGCPS technology and digital tools for activities sanctioned by PGCPS ensure the effectiveness and safety of PGCPS' network structure and maintain the safety and privacy of individuals.

**III. Definitions**

- A. *Cyberbullying* – The use of technology components by a user(s) to disseminate language (such as spreading rumors or gossip) or images that directly or indirectly abuses, alarms, annoys, embarrasses, harasses, harms, threatens or torments another or others.
- B. *Technology Components* – Refers to network infrastructure, school technology resources, personal devices, data, and information accessed and transmitted within the network.
- C. *User* - Refers to PGCPS employees, permanent or temporary, substitutes, contractors and contractors' employees, vendors, and students enrolled in PGCPS who have access to the PGCPS network.

## IV. Standards

### A. Applicability

1. This policy applies to the following technology components:
  - a. Network Infrastructure, including WAN, LANs, Wi-Fi networks, and cloud-based systems;
  - b. School Technology Resources, including computers, printers, and portable devices on the network.
  - c. Personal Devices, including smartphones, tablets, and other personal technology devices on the PGCPs network; and
  - d. Data and information are accessed and transmitted within the network.

### B. Acceptable Use Compliance

1. Users may use technology components only for the following purposes:
  - a. Educational and academic, including research, teaching, and learning activities, as well as communication with teachers and students;
  - b. Administrative and business functions related to school and district operations;
  - c. Communication with authorized individuals for school system-related objectives; and
  - d. Accessing digital tools, resources, and websites approved by PGCPs.
2. Electronic student and personnel records shall be kept confidential and secure.,
3. All employees are responsible for following the policy and procedures addressing information security.
4. All authorized technology will comply with federal law, the Children's Online Privacy and Protection Act (COPPA), and the Annotated Code of Maryland, §Article 4-131, Student Data Privacy Act of 2015.

### C. Prohibited Uses of Technology:

Users are prohibited from using PGCPs technology resources for any one or more of the following purposes:

1. Accessing or transmitting illegal or harmful content, including pornography, hate speech, violence, or gambling and materials that are libelous, slanderous, or defamatory;
2. Downloading or installing unauthorized software;
3. Engaging in cyberbullying or harassment;
4. Violating copyright laws or plagiarizing information;

5. Engaging in activities that disrupt the network or compromise its security;
6. Accessing or transmitting personal information without authorization;
7. Using the network for personal gain or commercial purposes;
8. Engaging in any activity that is prohibited by school rules, Board policies and PGCPs administrative procedures; and
9. Requesting or requiring an employee or applicant for employment to disclose any account credential used for accessing a personal social media account or service.

D. **Accountability**

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

1. Immediate suspension of equipment/network access;
2. Disciplinary action by school/office administration, in accordance with the PGCPs student and employee codes of conduct; and
3. Arrest and prosecution.

V. **Implementations and Responsibilities**

The Board directs the Superintendent to develop administrative procedures to implement this policy.

VI. **References**

A. **Legal Authority**

Children's Online Privacy Protection Act of 1998 (COPPA), 15 U.S.C. §6501  
Electronic Communications Privacy Act, 18 U.S.C. §§2701-2711  
Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232(g)  
Student Data Privacy Act of 2015, Md. Code Ann., Educ. Art. §4-131  
Md. Code Ann., Lab. and Emp. Art. §3-712 (User Name and Password Privacy Protection and Exclusions)

B. **Other Board Policies**

Board Policy 0117 – Information Technology Services – Information Security

C. **Other**

Administrative Procedure 0700 - Information Technology Services Acceptable Usage Guidelines

**VII. History**

Policy Adopted  
9/23/04

Policy Reviewed-No Revisions Required  
10/7/05

Policy Amended  
4/29/10

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04/25/2024