

**AUTHORIZED STAFF USE OF COMPUTERS, MEDIA AND
TELECOMMUNICATIONS DEVICES AND SYSTEMS (ACCEPTABLE USE)**

- I.** The Talbot County Public Schools (TCPS) provides computer resources (including but not limited to computers, software, the internet, networks, email, data systems, cell telephones, two-way radios, and computer peripheral devices such as printers, scanners and faxes) to users to assist them in the performance of tasks associated with their positions and assignments. Users must utilize these computer resources in compliance with this policy and the TCPS Administrative Regulation EDC-AR “Authorized Staff Use of Computers, Media and Telecommunications Devices and Systems (Acceptable Use).” The computer equipment and data resources are the property of TCPS. During the work day use is generally restricted to appropriate academic, research, and employment-related activities and is governed by all federal, state, and local laws and TCPS policies. TCPS encourages users to utilize available technologies as tools to explore educational topics, process work, conduct research, and communicate with others in the context of their assigned duties as public school employees. Computers shall be available for personal use provided such use occurs during personal time and is legal, ethical, and otherwise generally accepted practice for TCPS employees.

- II.** Personal Websites and Other Internet Accounts: Teachers and other employees in a public school system are responsible for modeling and teaching high standards of decency and civic values. As individuals working with children, employees should be aware of these important professional responsibilities and must model the character they are expected to teach and exhibit, both on and off the worksite. In addition, postings and communications related to their professional role as Talbot County Public Schools employees must only be done using Talbot County Public Schools servers.

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