

Information Security Privacy Procedure

CARROLL COUNTY PUBLIC SCHOOLS is committed to handling your information with high standards of information security. This procedure is subject to compliance with the Federal Education Rights and Privacy Act of 1974 ([FERPA](#)), Code of Maryland Regulations (**COMAR**), and CCPS Board of Education Policies. The Privacy Policy below applies to the ESP Home Access Website, your ESP account, and any information you provide on this site. While no computing environment is 100% secure, we take every precaution to protect the user's information. When a user submits sensitive information via the web, that information is protected both online and off-line.

If you are using our applications over the Internet, the security of your information is protected by:

1. Using Secure Sockets Layer (SSL) encryption technology to transmit confidential information between your browser and our Web servers; and
2. Keeping passwords for our databases and our Web servers separate, and protecting each with an electronic and physical firewall.

The security of your ESP Home Access Center account also relies on your protection of your ESP Home Access Center password. We strongly urge that you never share your ESP Home Access Center password with anyone. Carroll County Public Schools representatives will never ask you for your password, so any e-mail or other communication requesting your password should be treated as unauthorized and suspicious. If you do share your ESP Home Access Center password with a third party for any reason, the third party will have access to your account and your personal information, and you may be responsible for actions taken using your password. If you believe someone else has obtained access to your password, please change it immediately by selecting the Home Access Center link from the CCPS homepage and then selecting new password request.

Tips for Safe Transactions

1. Use an SSL-capable browser with 128-bit encryption (40-bit encryption secures your information, but 128-bit provides more security).
2. Don't walk away from your computer when in communication with our servers.
3. Safeguard your PASSWORD and other identifying numbers and do not share them with others.
4. Before anyone else uses your computer, clear your cache or restart your browser (this eliminates copies of Web pages that have been stored in your hard drive). The preference menu in your browser can tell you how to clear your cache.
5. Always use the Exit function when ending your ESP Home Access Center session, especially if you plan to leave your browser open.

E. Acceptance of Privacy Policy Terms and Conditions

By using this site, you signify that you understand how your privacy is protected and how your personal information will be used. We reserve the right, at our sole discretion, to change, modify, add, or remove portions of this policy at any time. Your continued use of the CARROLL COUNTY PUBLIC SCHOOLS ESP Home Access Center site following the posting of any changes signifies that you are comfortable with changes to the privacy policy and have accepted those changes.