

Billings School District 2

STAFF

District-Provided Access to Electronic Information, Services, and Networks

General

The District makes Internet access and interconnected computer systems available to District students and faculty. The District provides electronic equipment and networks, including access to the Internet, as part its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication. The District will provide training conducive to maximizing effective and appropriate use of these resources.

The District expects all staff to take responsibility for appropriate and lawful use of this access, including good behavior on-line. The District may withdraw staff access to its network and to the Internet when any misuse occurs. District teachers and other staff will make reasonable efforts to supervise use of computers, the network and Internet access.

Curriculum

Use of District electronic equipment and networks will be consistent with the curriculum adopted by the District, as well as with varied instructional needs, learning styles, abilities, and developmental levels of students and will comply with selection criteria for instructional materials and library materials. Staff members may use the Internet throughout the curriculum consistent with the District's educational goals.

Acceptable Uses

1. Educational Purposes Only. All use of the District's electronic network must be: (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of computers, systems, networks and Internet access and any and all information transmitted or received in connection with such usage.
2. Unacceptable Uses of Network.
 - A. Uses that violate the law or encourage others to violate the law
 - B. Uses that cause harm to others or damage to their property

- C. Uses that jeopardize the security of computers, systems, or networks of the District or others
- D. Exposing self or others to the potential of personal harm
- E. Uses that are commercial transactions.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any user is fully responsible to the District and will indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including, but not limited to, any fees or charges incurred through purchase of goods or services by a user. The District expects a user or, if a user is a minor, a user's parents or legal guardian to cooperate with the District in the event of its initiating an investigation of a user's use of access to its computer network and the Internet.

Violations

If a user violates this policy, the District will limit a user's access or will withdraw access and may subject a user to additional disciplinary action. An administrator or building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with that decision being final.

Policy History:

First Reading:	April 18, 2005 – Board of Trustees
Second Reading:	June 13, 2005 – School/Community Committee
Third Reading:	June 20, 2005 – Board of Trustees
Adopted on:	June 20, 2005
Effective on:	July 1, 2005
Revised on:	

Billings School District 2

HUMAN RESOURCES

District-Provided Access to Electronic Information, Services, and Networks for Staff

Technology is provided for BPS staff and students to conduct research and to learn and communicate with others. Communications over the network and files stored on district equipment should not be considered private. The communications and files may be treated like school lockers – administrators and faculty may review files and messages to maintain system integrity and insure users are acting responsibly and professionally. Additionally, the technology department may disable, uninstall or block traffic at any time with no prior notice to maintain system integrity.

Violations in the Acceptable Use Policy include, but are not limited to, the following activities:

- Engaging in illegal activities
- Producing, sending or displaying pornography, inappropriate or offensive messages, offensive language or other offensive media, e.g. audio, video or text messages
- Producing, sending or displaying racist, harassing, insulting, threatening or false content and/or communications
- Engaging in conduct prohibited by other district policy or procedure
- Using district resources for campaigning or promotion of candidates, ballot issues
- Utilizing technological resources for **non-curricular** purposes
 - e.g. interactive games, p2p file sharing, downloading games, shareware or freeware, streaming audio & video
- **Excessive** use of technological resources that creates a negative impact on the learning environment
 - e.g. interactive games, p2p file sharing, downloading games, shareware or freeware, streaming audio & video, excessive printing or file storage
- Accessing, trespassing in and/or changing other users' files, folders or settings without their permission or authorization
- Using the network for personal profit or gain

- Plagiarizing or violating copyright
- Sharing passwords or logging on as another user without their permission
- Producing or transmitting viruses, Trojan horses, worms or other destructive files
- Engaging in gambling or betting or using Personals and Dating services
- Attaching non-district equipment, such as laptops, to the district network, installing district software on it or having district personnel maintain & support it without permission from the Director of Technology
- Transmitting anonymous communications

As an employee of Billings Public Schools, I agree to set educationally relevant objectives for any use of district technology equipment and will not leave students unattended while using technology under my supervision.

I agree to review student opt-out forms in my building's main office before allowing students to access the Internet and before posting pictures of students on-line.

I have read District-Provided Access to Electronic Information, Services, and Networks Policy 5600 as well as Procedure 5600 and will abide by the terms therein. I understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation of the regulations, computer privileges may be limited, disciplinary action may be taken and/or appropriate legal action may be pursued.

Implementing Policy 5600 District-Provided Access to Electronic Information, Services and Networks

Procedure History:

Issued by Superintendent on: August 16, 2005
Presented to Board on: September 12, 2005
Revised on: August 7, 2008

Billings Public Schools

Computer Network Accounts Request Form

(Please Print)



I, _____
First Name
Middle Name
Last Name

am requesting computer network user accounts.

Requested Password

Note - Passwords should contain 6-8 characters and be a mixture of letters and numbers or symbols. We do not guarantee we can honor your request, but we will try. If you do not have a specific password request, please put "NA" and we will choose one for you. Passwords are case sensitive and should contain no spaces.

Home Building

Position (i.e. Teacher, Principal, Secretary)

- | | | | |
|---|--------------------------------|---|-----------------------------------|
| <input type="checkbox"/> Administrative | <input type="checkbox"/> BEA | <input type="checkbox"/> Contract Support | <input type="checkbox"/> Other... |
| <input type="checkbox"/> BCEA | <input type="checkbox"/> Board | <input type="checkbox"/> MPEA | |

Classification (Check One)

Select One:

- New Account Change to an Existing Account

I will be working in the following buildings:

- | | | | | |
|---------------------------------------|--|--|---|---|
| <input type="checkbox"/> Alkali Creek | <input type="checkbox"/> Central Heights | <input type="checkbox"/> Poly Drive | <input type="checkbox"/> Riverside | <input type="checkbox"/> Lincoln Center |
| <input type="checkbox"/> Arrowhead | <input type="checkbox"/> Eagle Cliffs | <input type="checkbox"/> Ponderosa | <input type="checkbox"/> Will James | <input type="checkbox"/> Facilities |
| <input type="checkbox"/> Bench | <input type="checkbox"/> Highland | <input type="checkbox"/> Rimrock | <input type="checkbox"/> Adult Ed | <input type="checkbox"/> Food Services |
| <input type="checkbox"/> Big Sky | <input type="checkbox"/> McKinley | <input type="checkbox"/> Rose Park | <input type="checkbox"/> Career Center | <input type="checkbox"/> Warehouse |
| <input type="checkbox"/> Bitterroot | <input type="checkbox"/> Meadowlark | <input type="checkbox"/> Sandstone | <input type="checkbox"/> Crossroads Alternative | |
| <input type="checkbox"/> Boulder | <input type="checkbox"/> Miles Ave. | <input type="checkbox"/> Washington | <input type="checkbox"/> Senior | |
| <input type="checkbox"/> Broadwater | <input type="checkbox"/> Newman | <input type="checkbox"/> CastleRock | <input type="checkbox"/> Skyview | |
| <input type="checkbox"/> Burlington | <input type="checkbox"/> Orchard | <input type="checkbox"/> Lewis & Clark | <input type="checkbox"/> West | |

Please ask your supervisor for assistance in answering the following:

I am requesting the following type of user accounts:

- | | |
|--|---|
| <input type="checkbox"/> Building Server (All Staff) | <input type="checkbox"/> Insight (Support and Administrative Staff) |
| <input type="checkbox"/> E-Mail (All Staff) | <input type="checkbox"/> Zangle (Support and Administrative Staff) |
| <input type="checkbox"/> Teacher Connect (Certified Staff) | <input type="checkbox"/> Special Education Forms |
| <input type="checkbox"/> SIRSI (Librarians Only) | <input type="checkbox"/> Other... |

Note - Certified staff should request Building Server, E-Mail, and Teacher Connect accounts.

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Signature

Date

Supervisor Signature

Date

Please return this form to: Lincoln Center, Technology Dept. Attn: New Accounts