

**Billings School District 2**

**THE BOARD OF TRUSTEES**

School Board Use of Email

Email is provided to Billings Public Schools Board of Trustees to use for informational purposes related to the business of the Board.

As a Trustee, I agree to the following:

- My use of email must conform to the Board's Code of Ethics for School Board members
- I will not use email for discussion or as a substitute for deliberations in an open meeting of the Board
- I understand that email is considered a public record and may be subject to public disclosure or subject to discovery in contested cases
- I will not use personal, non-district email accounts to discuss District or Board matters
- I will avoid reference to confidential information about employees, students or other matters in email
- I will include the following footer in all of my emails: "Montana's open meeting and public record laws strongly favor doing the peoples' business openly. This e-mail may be subject to public disclosure."

Further, I understand that violations of this Acceptable Use Policy include, but are not limited to, the following activities:

- Engaging in illegal activities
- Sending or displaying pornography, offensive messages, use of vulgar or offensive language or other offensive media
- Sending messages that are racist, inflammatory or demeaning to others, or that encourage illegal activities
- Use of racist, harassing, insulting, threatening or false communications
- Using district resources for campaigning or promotion of candidates, ballot issues
- Using email for commercial purposes, personal profit or gain

- Sharing passwords or logging on as another user without their permission
- Posting images of others without their permission
- Knowingly transmitting viruses, Trojan horses, worms or other destructive files
- Engaging in gambling or betting or using Personals and Dating services

I have read Policy 1402, "School Board Use of Email" as well as Procedure 1402-P1 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.

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Signature

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Full Name

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Home Address

Phone Number

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Requested Password

*(Note – Passwords should be a minimum of 8 characters and be a mixture of letters and numbers or symbols. If you do not have a specific password request, please write "N/A" and we will randomly generate a password for you. Passwords are case sensitive and should contain no spaces.)*

Implementing Policy:

Policy 1402

School Board Use of Email

Cross Reference:

Policy 1400

Board Meetings

Policy 1401

Records Available to Public

Policy 1500

Code of Ethics for School Board Members

Procedure History:

Issued by Superintendent on:

Presented to Board on:

October 15, 2012

Revised on: