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.

________________________________________
Signature

________________________________________
Full Name

________________________________________
Home Address                                      Phone Number

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.)

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Procedure History:
Issued by Superintendent on:
Presented to Board on:       October 15, 2012
Revised on: