

**Billings School District 2**

**HUMAN RESOURCES**

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

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. 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
- Sending or displaying pornography, offensive messages, offensive language or other offensive media
- Use of racist, harassing, insulting, threatening or false communications
- Using district resources for campaigning or promotion of candidates, ballot issues
- Wasting technological resources for non-educational purposes
  - i.e. - interactive games, p2p file sharing, downloading games, shareware or freeware, streaming video, excessive printing
- Accessing and/or changing files, systems or folders without authorization
- Trespassing in and/or changing other users files, folders or documents without their permission
- Using the network for personal profit or gain
- Sharing passwords or logging on as another user without their permission
- Knowingly 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 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

Cross References:    Policy 6430    Development of Administrative Procedures

Procedure History:

Issued by Superintendent on: August 16, 2005

Presented to Board on:            September 12, 2005

Revised on: