



**NEW ACCOUNT ONLY**  
**Billings Public Schools**  
**Computer Network Accounts Request Form**

I, \_\_\_\_\_

First Name	Middle Name	Last Name
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am requesting computer network user accounts.

\_\_\_\_\_

Home Building

Position

Be SPECIFIC (i.e. 6<sup>th</sup> Grade Teacher, Activities Secretary, Custodian, Music Teacher, Lunch Clerk, Nurse, GDA) \* \*By knowing your specific position, we are able to give you the permissions to the accounts that you need.

Classification — Check One (Check your Labor Agreement if unsure)

BEA   
  BCEA   
  MPEA   
  Contract Support   
  Administrative   
  Board   
  Other: \_\_\_\_\_

\*Requested Password \_\_\_\_\_

\*NOTE: Passwords need to be at least 10 characters long. They must contain at least one capital and one lower case number, one special character, and one number. We do not guarantee we can honor your request, but we will try. Passwords are case sensitive and should contain no spaces.

I will be working in the following buildings (Check all that apply):

<input type="checkbox"/> Alkali Creek	<input type="checkbox"/> Burlington	<input type="checkbox"/> Orchard	<input type="checkbox"/> Lewis & Clark	<input type="checkbox"/> Lincoln Center
<input type="checkbox"/> Arrowhead	<input type="checkbox"/> Central Heights	<input type="checkbox"/> Poly Drive	<input type="checkbox"/> Medicine Crow	<input type="checkbox"/> Facilities
<input type="checkbox"/> Beartooth	<input type="checkbox"/> Eagle Cliffs	<input type="checkbox"/> Ponderosa	<input type="checkbox"/> Riverside	<input type="checkbox"/> Food Services
<input type="checkbox"/> Bench	<input type="checkbox"/> Highland	<input type="checkbox"/> Rose Park	<input type="checkbox"/> Will James	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Big Sky	<input type="checkbox"/> McKinley	<input type="checkbox"/> Sandstone	<input type="checkbox"/> Career Center	<input type="checkbox"/> Adult Ed
<input type="checkbox"/> Bitterroot	<input type="checkbox"/> Meadowlark	<input type="checkbox"/> Washington	<input type="checkbox"/> Senior	
<input type="checkbox"/> Boulder	<input type="checkbox"/> Miles Avenue	<input type="checkbox"/> Ben Steele	<input type="checkbox"/> Skyview	
<input type="checkbox"/> Broadwater	<input type="checkbox"/> Newman	<input type="checkbox"/> Castle Rock	<input type="checkbox"/> West	

As an employee of BPS, 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,

\_\_\_\_\_

Signature	Date
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Supervisor Signature (must be signed for processing)	Date
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**Please mail this form to: Lincoln Center, Technology Department, or Fax to 281-6199**

*Acceptable Use Policy for Computer Networks  
Billings Public Schools*

*Policy*

Our goal in providing the availability of access to the Internet is to promote educational excellence in the schools by facilitating resource sharing, innovation, and communication. Utilization of information on the Internet can provide students with access to ideas and information not readily available within a traditional classroom setting. It can improve teaching by providing teacher training, collaboration and dissemination of successful educational practices, methods, and materials,

**Compliance Statement:** The use of Internet in Billings Public Schools through any provider is considered a privilege, not a right. Users are required to comply with both the letter and spirit of this policy. Users of computer and network resources agree to operate in compliance with international, federal, state, and local laws. Violations will be reviewed on a case-by-case basis and corrective action will be taken according to the following factors: severity of the violation, damage incurred as a result of the violation, and whether previous violations have occurred, in order to maintain this policy and the integrity of the system, the Billings School Board retains the right to review material on their computer networks and to modify this policy at any time.

**Liability Limits:** Billings Public Schools does not control the content nor assume responsibility for information retrieved from the Internet. Billings Public Schools assumes neither responsibility for costs or damages nor liability for copyright violations caused through inappropriate use of this service.

Students may encounter material that users, parents, teachers, or administrators consider inappropriate or offensive. Use of such material is not condoned and it is the student's responsibility not to initiate access to this type of information.

Users of the computer networks are expected to follow the Usage Guidelines, which accompany this policy, inappropriate use of the Internet by a student will result in disciplinary measures and possible revocation of access.

**Procedure**

**Usage Guidelines:** "Access to the network" refers to utilizing the School District's computers, Local Area Networks, and Internet gateways.

Individual account holders will be responsible for information transmitted via that account, regardless of the user,

Responsible use of the network includes activities sanctioned as reasonable and prudent. The following are examples of such activities:

- Using the network access as a research tool for classroom projects;
- Using direct electronic communication with other users;
- Using networks to access other computer systems in the pursuit of educational goals; -conforming to accepted etiquette practices, referred to as netiquette, on the Internet.

Examples of prohibited activities include, but are not limited to, the following:

- Using the network for any illegal activities;
- Using the network for non-school, commercial activities or the soliciting of individual account holders for commercial purposes;
- Using the network to transmit or access materials that are inappropriate in the educational environment or offensive to community standards including but not limited to material that is obscene, child pornography or deemed harmful to minors. (i.e. pornography, vulgar or racist material, etc.);
- The use of vulgar or offensive language;
- Sending messages that are racist, inflammatory or demeaning to others, or that encourage illegal activities;
- Sending or receiving copyrighted materials without the permission of the copyright holder or reproduction beyond "fair use" as defined by the Fair Use provision in the Copyright Act;
- Logging on the network using another user's account without that user's permission;
- Disclosing personal home phone numbers and addresses of themselves or other users;
- Using any means to defeat security systems on any computer network or knowingly transmitting viruses;
- Changing files that belong to another user;
- Sending/using encryption technology to conduct activities deemed inappropriate;
- Posting images of others without their permission;
- Sending messages or other data anonymously;
- Participation in flame wars (inappropriate arguments pertaining to posted messages), mail bombs (purposefully tying up another user's mailbox by transmitting large, unnecessary files), pyramids, or chain letters.

Billings Public Schools is pleased to provide this educational service to students and faculty. Should you have questions or concerns, please contact your building administrator for additional information.

**Please keep this form for future reference.**

## 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 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 of 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:**