



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

I,

First Name

Middle Name

Last Name

(name above) am requesting a computer network user account.

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: \_\_\_\_\_

**NOTE: Once your paperwork has been filled out, turned in and processed by HR, please check your personal email for a confirmation email that your Billings Public Schools account has been created. Follow instructions in the email for your initial sign-in.**

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

Supervisor/HR Signature

Date

*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**

**HUMAN RESOURCES**

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

General

The purpose of this policy is to outline the acceptable use of the network-related systems within the Billings Public School District. These rules are in place to protect the students, staff and the District. Inappropriate use, improper planning, and disregard of these policies exposes Billings Public Schools to risks including compromise of network systems and services, and possible damage to the network.

The District makes network related systems including, but not limited to, computer equipment, mobile devices and peripherals, printers, software and apps, operating systems, storage media, network accounts providing curriculum resources, electronic mail and Internet access available to District students and faculty. The District provides this access as part of its instructional program and to promote educational excellence by facilitating resource sharing, innovation and communication.

The District expects all students and staff to take responsibility for appropriate and lawful use of this access, including good behavior for online use. The District may withdraw access to its network and to the Internet when any misuse occurs. District teachers and other staff will make reasonable effort to supervise use of the network, internet access, computers and related devices.

Using the Billings Public School District network is a privilege, not a right. As with all privileges, it is the responsibility of the user to use this service appropriately and in compliance with all school policies and procedures, Montana state laws, and Federal laws. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network, computers and related devices unless otherwise provided by law. 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.

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 network resources and the Internet throughout the curriculum consistent with the District's educational goals.

Acceptable Uses

- A. Use of the Districts network and devices are for Educational Purposes Only.
- B. 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.

Unacceptable Uses of Network.

- A. Uses that violate the law or encourage others to violate the law
- B. Uses that violate school policies or encourage others to violate school policies.
- C. Uses that jeopardize the security of computers, systems, or networks of the District or others including disabling or attempting to disable any type of security or Internet filtering device.
- D. Physically or electronically vandalize District technologies or use the District's electronic technologies to harm, vandalize, damage or disable the property of another person or organization.
- E. Exposing self or others to the potential of personal harm

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- F. Cyber bullying, intimidation, harassment, or hazing through the use of electronic communication and/or electronic devices, that disrupts the orderly operation of the school or any school-related program, activity, or function where the school is responsible for the student.
- G. Use of the District's electronic technologies for unauthorized commercial purposes or for financial gain unrelated to the Mission of the District

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
Third Reading:	Committee June 20, 2005 – Board of
Adopted on:	Trustees
Effective on:	June 20, 2005
Revised on: First	July 1, 2005
Reading: Second	October 8, 2018
Reading: Third	January 28, 2019 – Board of Trustees
Reading:	February 5, 2019 – Board Operations
Effective on:	February 25, 2019 – Board of Trustees
	February 25, 2019