

Board of Directors

Policy No. 1405P

BOARD USE OF THE DISTRICT'S COMMUNICATIONS EQUIPMENT

Board members may be provided by the District with communications equipment, including computers, fax machines, and other electronic communications equipment, for the purpose of conducting District-related business. Specifically, the District intends to provide board members with equipment that will send, receive, and print electronic communications. The District will purchase this equipment, pay for its installation, and the monthly usage costs. Board member use of such equipment is subject to the following guidelines and other limitations set forth in this procedure.

Guidelines:

Discretion should be used by board members for personal use of the equipment and in discussing confidential or sensitive information on District communications equipment, because such transmissions are not necessarily secure and may be subject to Open Records requests. Board members are prohibited from email networking with three or more members of the board on a common topic.

In the event that a board member must use the District's communications equipment for personal or non-business use, the board member is to reimburse the District for the direct costs related to the usage. Direct costs may include cost of paper, ink, repairs, and telecommunications costs that the District provides for the equipment if the equipment is used for District purposes only. Board members, as part of the monthly usage review for billing purposes, shall notify the superintendent or his/her designee of such personal or non-business use. Additionally, the superintendent or his/her designee shall review monthly usage bills of such equipment for any personal use and to contact the board member and seek reimbursement for any such personal use where appropriate.

Board members are also advised that the following behaviors are not permitted on the District's electronic communications equipment:

- * Sending or displaying offensive messages or pictures
- * Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
- * Using obscene language
- * Harassing, insulting, or attacking others
- * Engaging in practices that may damage the equipment (e.g. loading files that may introduce a virus)
- * Violating copyright laws
- * Using others' passwords
- * Trespassing in others' folders, documents, or files

- * Intentionally wasting limited resources
- * Employing the equipment for commercial purposes, financial gain, or fraud
- * Violating regulations prescribed by the District
- * Promoting, supporting, or celebrating religion or religious institutions

Distribution:

The District's electronic communications equipment will only be distributed to current, active board members. The board members will be given copies of this policy and procedure and will sign an acknowledgment of having reviewed, and agreed to, the policy and procedure before accepting use of the equipment.

Blaine School District

Date: 9-27-10

BLAINE SCHOOL DISTRICT

Policy 1405 Board Member Acknowledgement

As a Blaine School District Board of Directors member, I have read and understand the information provided in Policy and Procedure 1405.

My signature indicates that I have received from Blaine School District electronic communications equipment. Further, I understand that said electronic communication equipment is intended for my use as a Blaine School District Board of Director member, as per the parameters of Policy and Procedure 1405.

Board Member Signature _____

Printed Name _____

Date _____