



Kenton County School District | *It's about ALL kids.*

**THE KENTON COUNTY BOARD OF
EDUCATION**

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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

November 23, 2020

AGENDA ITEM (ACTION ITEM):

Consider/Approve the Email Domain Ownership Authorization Terms to claim ownership of the Kenton County School District's email domain for Amazon Business.

APPLICABLE BOARD POLICY:

01.1 Legal Status of the Board

HISTORY/BACKGROUND:

During the year-end review with Amazon, it was brought to the Purchasing Department's attention that some district employees have used their KCSD email address on personal Amazon accounts. This could cause a conflict of interest with open records laws and may result in employee's personal purchases with Amazon to become public record. An email has been sent reminding employees of the district's email usage policy and asking for personal accounts opened using district emails to be changed/updated to a personal email. Going forward, the Email Domain Ownership Terms agreement would prevent employees from using their district email to open personal accounts with Amazon.

FISCAL/BUDGETARY IMPACT:


None.

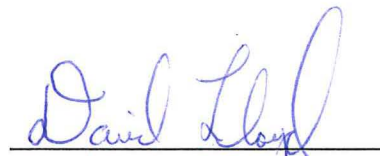
RECOMMENDATION:

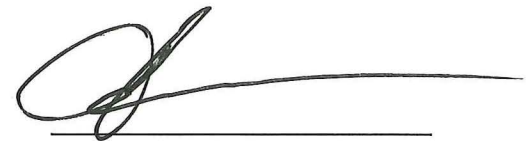
To approve the Email Domain Ownership Authorization Terms to claim ownership of the Kenton County School District's email domain for Amazon Business.

CONTACT PERSON:

Cinda Roberts


Principal


District Administrator


Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn

"The Kenton County Board of Education provides Equal Education & Employment Opportunities."

Email Domain Ownership Authorization

I, on behalf of Kenton County School District (the **Organization**), have authority to claim ownership of the Organization's email domain(s) for Amazon Business.

I confirm that:

1. The Organization wants to claim the following email domain(s) for its Amazon Business Account (Business Account ID # A17T3Z5Q87CIRD):
<kenton.kyschools.us>
(the "Email Domain(s)").
2. Once Amazon Business has associated the Email Domain(s) with the Organization's Business Account, authorized personnel with the Organization can take additional administrative actions available to them. These administrative actions include creating user accounts on behalf of the Organization's users to simplify the user onboarding process, discovering other Business Accounts created by the Organizations users, preventing new Business Accounts from being created with the Email Domain(s), and initiating consolidation of these accounts into the Organization's official Business Account.

By claiming the Email Domain(s), the Organization designates this Business Account as its official Business Account.

I understand that email addresses used on Amazon Business contain the Email Domain(s) and people that the Organization identifies during this process will receive emails identifying the Organization's official Business Account.