

## Instruction

**SUBJECT: MISUSE/ABUSE OF SOFTWARE AND/OR ELECTRONIC COMMUNICATION SYSTEMS**

Any employee in the School District who is aware of any misuse or abuse of any software or electronic communication system owned or rented by the District shall notify his/her immediate supervisor or building principal.

Any student in the District who is aware of any misuse or abuse of any software or electronic communication system shall notify his/her teacher or building principal.

Administrators who are aware of any abuse/misuse shall notify the Superintendent or his/her designee and appropriate disciplinary action shall occur based on the circumstances and in accordance with all applicable laws, bargaining agreements, and District Policies and regulations including the School's Student Disciplinary Code.

This policy will be disseminated to all District staff and students.

Adopted: 2/13/01

Reviewed: 1/14/08 – No Changes