

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

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

Any student in the BOCES who is aware of any misuse or abuse of any software or electric communication system must notify his or her teacher or building principal.

Administrators who are aware of any abuse/misuse must notify the District Superintendent or designee and appropriate disciplinary action will occur based on the circumstances and in accordance with all applicable laws, bargaining agreements, and BOCES policies and regulations.

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