



## Park City School District Reporting of Inappropriate Material

### Summary

This procedure defines the steps to take if inappropriate material is discovered while carrying out your job responsibilities. It covers material found on district and non-district equipment and details the necessary reporting responsibilities and action steps to take if such material is found.

### Procedure

#### Definition of Inappropriate Material

Inappropriate material can include (but is not limited to) child pornography, other pornography, hate groups, violence, illegal activity, and extremist groups.

If you are unsure if something you discover fits this description please report it.

#### Reporting

All instances of inappropriate material **MUST** be reported immediately if discovered on district equipment at any time or on non-district equipment while carrying out your job responsibilities.

Immediately upon discovering an incident of inappropriate material, you need to contact Andrew Frink. If Andrew is not available, please use the following list to contact the first available person.

1. Andrew Frink - x5016
2. Joe Stout - x5010
3. Tim McConnell - x1449

The person you contact from this list will insure that the appropriate authorities are notified if necessary. Depending on the situation you may also be asked to contact your building administrator.

It is critical that **child pornography** in particular is reported as described above as we have a legal and ethical obligation to report these incidents. The person who is contacted from the list above will report the incident to the appropriate law enforcement agency.

## Confiscation of Equipment

If the material is discovered on **district equipment** it must be confiscated immediately. This applies to all district employees and students.

If the material is discovered on **non-district equipment** you still need to report it, but you do not confiscate the equipment.

## Related Documents

- 2016 Utah HB 155
  - <https://le.utah.gov/~2016/bills/static/HB0155.html>