Internal Policies and Procedures of the Utah State Board of Education	
Policy #:	05-03
Subject:	Reporting of Pornography on Office Computers
Date:	June 7, 2022
Policy Owner:	Director of Information Technology
Policy Officer:	Deputy Superintendent of Operations
References:	Utah Code §76-10-1204.5

I. **PURPOSE AND SCOPE**:

This policy is adopted to outline employee obligations for reporting suspected pornography on office computers in light of the adoption of Utah Code Ann. § 76-10-1204.5.

II. **POLICY**:

1. All employees shall comply with Utah State Board of Education Internal Policy #05-01, including refraining from "any use of material which may be deemed vulgar, sexually explicit, or disparaging of others based on race, national origin, sex, sexual orientation, age disability, or political or religious beliefs."

2. Any Board employee who discovers suspected pornography in any form on the Board's network or computer hardware shall immediately report the issue to their department director.

3. A department director who receives a report under Subsection (2) of this policy, shall immediately report the suspected pornography to:

   a. the Superintendency; and

   b. the Director of Human Resources.

4. An office computer technician, as defined in Subsection 76-10-1204.5(1)(b), who encounters child pornography on the Board's network or computer hardware shall

immediately report the issue to the Board I.T. director.

5. If the Board I.T. director receives a report under Subsection (4) of the policy, the Board I.T. Director shall immediately report the suspected child pornography to:

   a. Either:

      i. The Salt Lake City Police Department; or

      ii. The Cyber Tip Line at the National Center for Missing and Exploited Children;

   b. the Superintendency; and

   c. the Director of Human Resources.

III. **HISTORY**:

This internal policy was adopted October 13, 2020, and replaces Board Policy 1003, which was adopted on June 10, 2016. On June 7, 2022, this policy was formatted to comply with USBE Internal Policy 00.01.