

## POLICIES PERTAINING TO BUSINESS AND SUPPORT SERVICES

### **USE OF COPIER & FAX MACHINES**

Copy machines and fax machines are located in designated areas. School equipment may only be used for school-related purposes. Unauthorized use may result in serious disciplinary consequences, including immediate termination of employment.

Students are not allowed to use the copier or the fax unless permission from the School Director is obtained in advance.

**Date Adopted: November 4, 2000**  
**Date Amended: March 5, 2005**

