

## **USE OF SCHOOL SYSTEM-OWNED EQUIPMENT AND MATERIALS**

### General

All equipment and materials owned by or purchased in the name of the School District shall be used exclusively for educational purposes as defined by the Board. Employees are authorized to use such equipment and materials while performing assigned job-related duties at their respective work sites/classrooms during regular work hours.

### Use of Equipment Away From School Work Sites/Classrooms

The use of School District-owned equipment away from work sites/classrooms shall be limited to items that are directly related to completing instructional/teaching-oriented work assignments.

**Fixed Asset Equipment and Certain Electronic Equipment --** Under no circumstances are School District employees authorized to take equipment shown on the Fixed Asset Inventory List or electronic equipment with a per unit cost of \$50.00 or more away from their work sites/classrooms without the prior written approval of their immediate supervisor/principal. When an employee is approved to use such equipment away from the work site/classroom, the equipment must be checked out by serial number or other appropriate identification and returned to the work site/classroom on a daily basis. However, when the schools are not in session, the principal may approve the use of such equipment away from the classroom/work site for longer periods of time.

### **Non-Fixed Asset Equipment and Certain Electronic Equipment --**

Teachers may be authorized to take School District equipment not shown on the Fixed Asset Inventory List or electronic equipment with a per unit cost of \$50.00 or less away from their classrooms /work sites to complete school related tasks with the verbal approval of the principal.

### Use of School District-Owned Equipment for Personal Gain

Under no circumstances shall an employee lend, rent, or lease School District-owned equipment to a nonemployee or use such equipment for personal gain.