

Staff and Outside Use of School Property and Equipment

School district materials, equipment, technology, district-issued cell phones, tools or supplies are for job-related use only. The district will determine if an employee should be supplied with a district-owned cell phone depending on their job duties and for the convenience of the district. The department requesting the district cell phone will be responsible for all costs involved with purchasing, operating, and disposing of the district cell phone. Replacement of cell phones will be a minimum of at least two years, but may be longer depending on the cell phone plan requirements. All district cell phones must be returned to the district business office for disposal, replacement, or when the employee is no longer employed with the district. If not returned, employee may be charged. No personal use of the district cell phones will be allowed. Except for employee-assigned laptops, tablets, cell phones, etc., district-owned items may be removed from district premises only with the permission of the building principal or department manager and only when removal facilitates job-related purposes. Personal use or removal of these items from district premises is prohibited in all other instances.

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