

Use of School Facilities:

Employee Use of Equipment

Use of school equipment—

The following guidelines shall govern use of school facilities and equipment:

- 1) The Principal may authorize the use of school equipment at the school for community service provided it is operated only by authorized school personnel or approved personnel.
- 2) Equipment of one school may be loaned to another school of the District provided arrangements are made between the principals involved.
- 3) School equipment shall not be used by individuals to unreasonably compete with business and industry for commercial purposes or for private gain except as permitted under Policy CG.

Equipment for personal use—

The following guidelines govern use of school facilities and equipment by school personnel:

- 1) Equipment may not be used for personal use by school personnel.
- 2) School personnel may use equipment to produce a personal article that may be used for demonstration purposes at the school provided the employee pays for the cost of the article after the school needs for the item have been completed.

Office machines—

The following guidelines govern use of office machines by school employees:

- 1) As a convenience, personal copies from copy machines may be made by school employees by paying the standard rate approved by the District. That standard rate should be similar to commercial rates in the area and the service will be provided only to employees.
- 2) The laminating machines that are owned by the District may be used by District personnel for personal use provided costs of the materials are paid and authorization is given by the administrator responsible for the equipment.
- 3) Employees whose regular job requires them to use District typewriters may use those typewriters for personal use after regular working hours, but the typewriters must not be taken from the premises.
- 4) Employees whose regular job requires them to use District computers may use those computers for personal use after regular working hours. Computer disks used for personal data should either be supplied by the employee or purchased from the District.

- 5) Portable computers furnished by the District for employee use may be checked out for a specified time through the checkout procedure established by the Principal.