

3210 USE OF DISTRICT EQUIPMENT, MATERIALS, TOOLS AND FACILITIES

Student Use : School District owned equipment, materials, tools and facilities may be utilized either on or off School District property by students when such use is in connection with their studies or co- or extra-curricular activities. Any time any item owned by the District is removed from District owned or leased premises, a "Student Equipment Usage Form" is to be completed. The form must be signed by the teacher, parent and student prior to the equipment being removed from District owned premises. The form is in four parts and shall be filed as follows: one copy is to be retained by the teacher, one copy is to be forwarded to the principal, one copy is to be forwarded to the fixed assets manager and one copy is to be given to the student. Proper controls shall be established by the teacher to assure students' responsibility for, and prompt return of, all such equipment, materials and tools. School District owned equipment, materials, tools or facilities shall not be used by students for personal or private benefit.

Employee Use : The District recognizes the benefit of employees utilizing certain pieces of District owned equipment away from District owned or leased premises. Such items may include lap top computers and printers. Therefore, the District has established a procedure to bring accountability to said usage. Any time an employee removes District owned equipment from District owned or leased property, an "Employee Equipment Usage Form" is to be completed. The form is to be signed by the employee and the employee's direct supervisor. The form is in four parts and shall be filed as follows: one copy is to be forwarded to the internal auditor, one copy is to be given to the employee, one copy is to be retained by the employee's direct supervisor and one copy is to be forwarded to the fixed assets manager. Once the item has been returned, the supervisor shall complete the supervisor's copy of the form and remit it to the internal auditor. District owned vehicles including cars, vans, busses, and trucks may only be used for authorized School District business as provided in state statute # 471.666. District owned vehicles may not be used for in-district personal use such as conducting personal banking business, coffee breaks, lunch and shopping. The Director of Business and Finance has the authority to grant letters of exception to this policy for those situations addressed by state statute. The penalties for non-compliance with the above are severe and will include disciplinary action up to and including immediate termination.

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