



## PERSONAL PROPERTY

### A. Liability

The District does not assume any responsibility for loss, theft, and/or damages to personal property. In order to minimize risk, the District advises employees not to carry unnecessary amounts of cash or other valuables. If employees bring personal items to work, they are expected to exercise reasonable care to safeguard them. The District is not liable for vandalism, theft, and/or any damage to employees' personal property including but not limited to vehicles (motorized and non-motorized) parked on school property. This includes any potential damage occurring during a police search of District buildings and grounds. The District carries no accident insurance or other insurance coverage for any loss or injury for which the District does not have legal responsibility.

### B. Search of Personal Effects and Work Spaces

Employees shall have no expectation of privacy to items in plain view, including, but not limited by enumeration to, automobiles parked on the District's property, items left on top of or within desks and cabinets, lockers, etc. Items not in plain view and contained within personal property, e.g., purse, satchel, wallet, coat, backpack, etc., may be searched in accordance with applicable state and federal law. Employees shall also have no expectation of privacy with respect to any item or document stored in or on District-owned property, which includes, but is not limited to, desk, filing cabinets, mailboxes, lockers, tables, shelves, electronic network, electronic devices (e.g., computers, flash drives, discs, etc.), and other storage spaces in or out of the classroom. Accordingly, the District may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items of furniture or storage are locked or unlocked or password protected in accordance with applicable state and federal law.

Reference: *Board Policy 7540.01* Technology Privacy  
*Board Policy 7540.06* Electronic Mail

*Wisconsin Statutes:* §947.0125  
§948.11  
§995.55