

**ADMINISTRATIVE PROCEDURES OF THE  
MILWAUKEE PUBLIC SCHOOLS**

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**ADMINISTRATIVE PROCEDURE 7.29  
TECHNOLOGY PLANNING AND RESOURCES USE**

Use of technological resources off site and by non-Milwaukee Public Schools individuals and agencies shall be in accordance with the following procedures:

**(1) OFF-SITE/OFF-HOUR USAGE**

Milwaukee Public Schools allows off-site/off-hour use of technological resources for educational purposes in accordance with the following guidelines:

(a) The principal or department director authorizes off-site/off-hour use of technological resources by staff and/or students

1. A Memorandum of Understanding — Use of District Equipment Off-Site — Form shall be kept on file by the principal or department director. It is to include the name and signature of the staff member or student and parent/guardian making the request, school or department location, serial numbers of the equipment items requested, and the date(s) the equipment will be used off site.
2. Staff and parents/guardians of student users shall accept full responsibility for the cost of replacing or repairing equipment should it become damaged, stolen, etc. while in their possession, as documented by the signed memorandum of understanding.

(b) Authorization for off-site/off-hour use shall be limited to the following purposes:

1. completing homework assignments
2. examining and using instructional software
3. developing programs for school use
4. preparing school-related materials and instructional plans
5. becoming familiar with equipment operation
6. completing work-related tasks
7. other uses upon authorization from the principal.

(c) Unauthorized uses include:

1. activities for profit or hire
2. non-school activities such as personal financial record-keeping
3. illegal activities such as duplicating copyrighted software programs
4. off-site use during school hours except when specifically authorized by the principal or department director.

**(2) USE BY NON-MILWAUKEE PUBLIC SCHOOLS INDIVIDUALS OR AGENCIES**

A principal or department director may authorize the use of technological resources by individuals or agencies other than the Milwaukee Public Schools staff or students under the following circumstances:

- (a) The purpose is educational in nature.
- (b) The purpose is not for profit or hire.
- (c) The use will not interfere with normal Milwaukee Public Schools use.
- (d) Requests for such use have been made in writing to the principal or department director at least one month prior to the initial use.
- (e) The principal or department director may assess a fee covering costs of system usage.

**(3) ABUSES**

The MPS administration reserves the right to restrict the borrowing of equipment by individuals or groups who have abused these policies.

**History:** Issued 8-27-81; Revised 1-93  
**Cross Ref.:** Admin. Policy 7.29 Technology Planning and Resources Use

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