

Spearfish School District 40-2
3000 Business and Non-instructional Operations

Board Policy

Code: 3610

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT

The use of district equipment for personal purposes without prior authorization is prohibited. In addition, the district does not encourage employees to take district equipment home for professional use. However, there may be situations necessitated by district needs when it seems appropriate to allow employees to do so. In such instances, employees will be required to receive prior approval from the employee's building supervisor and principal (see Form 3610). Authorized equipment damaged during use by the district employee will be the district's responsibility.

Occasionally employees will be required to use district equipment in presentations, etc., away from the district. For the employee's protection in these instances, the district will assume responsibility for loss, damage, or theft only if prior written consent is given by the immediate supervisor.

The Spearfish Board of Education discourages the use of school equipment and materials by other than school personnel. Exceptions for community groups or organizations may be considered, upon request, subject to the approval of the building principal.

Proposed	<u>April 26, 1993</u>
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Revised	<u>February 14, 2011</u>