

EMPLOYEES - Series 400

401 Employees and Internal Relations

401.10 Employee Check-Out of School-Owned Equipment

School district equipment, including but not limited to audio-visual and computer equipment, may be checked out by school personnel for school-related use only. Acceptable uses are to preview materials, to tape television programs for class use, to learn new programs for class instruction and to use while learning a school related job skill.

Equipment may be used only if the employee is knowledgeable in its operation or is taking a course to learn how to use it.

Items must be checked out through the employee responsible for its care with the request approved by the building principal. These items must be checked back in with the same personnel.

While normal wear will be expected and paid for by the district, any damages incurred through negligence or improper use will be the responsibility of the employee checking it out. Loss due to theft or other unforeseeable disasters will be covered by the employee for the amount of the district's insurance deductible.

The district will not be responsible for programs received or taped on the videotape recorder or for software pirated on a computer while the equipment is checked out to the employee. Employees shall use district equipment only in compliance with copyright laws and agreements for intellectual property.

No equipment checked out may be used by people other than the employee and may not be used to generate a profit for the employee.

Failure to follow policy and regulations in regard to equipment check-out may result in disciplinary action.

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