EDC – AUTHORIZED USE OF SCHOOL OWNED MATERIALS AND EQUIPMENT

No school equipment may be used for other than school, school related, civic, or educational purposes. Authorized personnel shall operate equipment only for its intended purpose and at all times in adherence with the strictest of safety precautions in support of classroom/curriculum related activities.

The Board shall permit school equipment to be loaned to staff members when such use is related to their employment; however the district reserves the right to deny at its discretion any equipment from being borrowed. The School District does not permit equipment such as power tools and motorized vehicles, to be loaned to individuals or groups outside of the school day.

When loaning electronic or other equipment, a written agreement (EDC-R1 or EDC-R2) will be used, which specifies the borrower's responsibility for care of the equipment and his/her financial responsibility for any lost or damaged equipment.

Before removing any electronic or other equipment or materials from the District, the staff member must receive permission from the building Principal/Director (EDC-R1 or EDC-R2) and receive signature authorization listing the specific equipment.

District Provided Software for Home Use:
There are a number of software licenses that allow for the dual use of software at home and school. Software ranges from anti-virus programs to office productivity suites. Given that certain restrictions may apply to the use of such software, staff members are encouraged to contact the school's IT person for guidance. The use of non-licensed or "pirated" software or downloading copyrighted materials without permission is strictly prohibited.

Care for District Computers:
Users of District computers are expected to respect the District's property and be responsible in using the equipment. Staff is to follow any District instructions regarding maintenance or care of the equipment. The District is responsible for any routine maintenance or standard repairs to district computers. Staff members are expected to timely and properly notify the District of any need for service. Staff members are not to delete or add software to District computers without District permission.

Reference:

EDC-R1, Electronic Equipment Checkout Form
EDC-R2 Equipment Checkout Form
EHAA, Computer Security, E-mail and Internet Communications Policy

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Second Reading: June 24, 2014
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