

The Board of Education permits the use of district-owned materials and equipment (e.g., laptop computers, cell phones, audio-visual equipment, etc.) by Board members, officers, and employees of the district when such material and equipment is needed for district-related purposes. The Superintendent or his/her designee shall authorize employee or official use of material and/or equipment.

All equipment shall be inventoried and a list shall be maintained of the date such equipment was loaned, to whom it was loaned, and the date of expected and actual return. All loaned equipment must be returned to the district. No item may be sold to or purchased by the borrower unless such equipment has been returned to the district for evaluation, and, if necessary, disposed of in accordance with district policy and procedure.

Users of cell phones or computers will follow all relevant policies, including the District's policy and regulation on the use of computer and networked information resources.

In addition, since Board members, officers and employees are issued district owned equipment in connection with their work responsibilities, the individual using the district owned equipment shall not have an expectation of privacy with respect to information contained on the device (e.g., computer files, images, messages).

The Business Office shall maintain records of all equipment that is loaned for long-term use (e.g., school year, term of office, etc.) and shall review such list yearly.

### **School-Owned Vehicles**

Employees of the district who possess a current and appropriate driver's license and who obtain the approval of the Superintendent of Schools may drive school-owned vehicles for school purposes. It is the responsibility of such persons to obey all traffic laws. Therefore, the district will not pay traffic and/or parking fines for persons authorized to drive for the district. Extenuating circumstances will be decided by the Board of Education on an individual basis.

Cross-ref: 8332, Use of District Owned Cell Phones  
8630, Computer Resources and Data Management

Adoption Date: April 9, 2018