

### **Staff and Outside Use of School Property and Equipment**

School district materials, equipment, technology, district-issued cell phones, tools or supplies are for job-related use only. Except for employee-assigned laptops, tablets, cell phones, etc., district-owned items may be removed from district premises only with the permission of the building principal or department manager and only when removal facilitates job-related purposes. Personal use or removal of these items from district premises is prohibited in all other instances.

Adopted: April 13, 1987  
Revised: October 14, 2013  
Reviewed: May 14, 2018