

**DISTRICT CODE: 855
MATERIALS MANAGEMENT: AUTHORIZED USE OF
SCHOOL-OWNED EQUIPMENT**

Policy reflects Minnesota statute and aligns with other District 270 policies.

The use of District equipment by students and employees for personal purposes is prohibited.

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

Teachers and other employees may be provided with personal computing devices for professional use. The expectation of the District is that the employee will protect the devices from theft, damage, and unauthorized use. The device is intended for professional use and the employee will adhere to other applicable district policies, including Policy 524, Acceptable Electronic Resource Use.

Employees must report damage or unauthorized use of equipment to the employee's immediate supervisor. Employees may be held responsible for damage or theft due to negligence.

Community use of school-owned equipment may be authorized at the discretion of the superintendent or designee.

Revised: June 19, 2003, March 19, 2009, April 23, 2015, May 1, 2018

Adopted: May 9, 1985