

Section	700 - Property
Title	Policy 710 Use Of Facilities By Staff
Code	710
Status	Active
Adopted	October 13, 1980
Last Revised	August 29, 2017

Purpose

School equipment and facilities may not be used by district staff for personal reasons, either on or off school property, without explicit administrative authorization in accordance with these guidelines.

Authority

The facilities and equipment of the district are only available for staff use if:

1. such use is clearly within the authorization granted in a policy of the Board of School Directors. (Reference Board Policy 707 and 708);
2. approval has been granted by the Superintendent;
3. a personal emergency exists in which life or property is threatened; and
4. a valid use-of-facilities permit has been issued.

The Board specifically prohibits as authorized in the foregoing paragraph:

1. personal use of district telephones for toll or international calls;
2. personal use of materials, tools, supplies and equipment;
3. personal use of district vehicles;
4. connecting personal or unauthorized equipment to district wired network or technology resources for non-work related functions; and
5. the use of personal devices on designated wireless networks for profit making activity or prohibited entertainment purposes. (Reference Board Policy 815.3)