CARLYNTON SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF FACILITIES BY STAFF

ADOPTED: September 15, 1988

REVISED: March 18, 2010

710. USE OF FACILITIES BY STAFF

1. Authority

The Board establishes that school equipment and facilities may not be used by district staff for personal reasons, either on or off school property, without explicit authorization or administrative permission.

It will be the general policy of the Board to prohibit the use of instructional and noninstructional equipment by students, professional staff members, and other employees outside of the confines of the building where such equipment has been assigned.

2. Guidelines

This policy will also apply to materials and supplies purchased by the school district for school use to be for or with specific equipment.

Individuals violating this policy or found with school district equipment outside of any building will be disciplined and/or prosecuted consistent with appropriate criminal statutes.

All questions concerning the implementation of this policy will be referred to the Property Committee of the Board for clarification.

The equipment and materials including tapes, DVDs and CDs shall not be used for personal use. The equipment is meant for use in school. Any request to take equipment or materials out of the building for school-related use must be submitted to the Superintendent for approval.

Instructional use related to the curriculum has priority over other possible uses.

Teachers may take blank tapes home, with the building principal's authorization, to record from their own equipment for class use. However, all tapes and recorded material are to be catalogued and kept in the library.