

POLICY 2170

Buildings & Grounds & Equipment - Use by Students & Employees

- A. Use of school facilities and equipment for personal use by school personnel or others is provided for only under [Policy 2160 Building & Grounds Rental and Supervision Permit and Use Agreement](#).
- B. ~~Notwithstanding Part A above~~, no employee may use school facilities or equipment for any personal purpose, except as part of an educational program, or a staff wellness program approved by the principal or district administrator.
- C. Students or others shall not be in school buildings except for school functions and under the supervision of school personnel.
- D. School employees and students should exercise all due care in protecting the building and grounds and in using them for the purposes intended.
- E. The following guidelines govern use of office machines by school employees:
 - 1. As a convenience, personal copies from copy machines may be made by school employees by paying the standard rate approved by the District. That standard rate should be similar to commercial rates in the area and the service will be provided only to employees.
 - 2. The laminating machines that are owned by the District may be used by District personnel for personal use provided costs of the materials are paid and authorization is given by the administrator responsible for the equipment.
 - 3. Employees whose regular job requires them to use District computers may use those computers for personal use after regular working hours, consistent with guidelines and restrictions that may be established by District Information Technology personnel and Policies [4177 Responsible Computer Use](#), [5305 Student Use of Electronic Devices](#), and [5306 Children's Internet Protection Act](#). Computer media used for personal data should either be supplied by the employee or purchased from the District.
 - 4. ~~Portable computers furnished by the District for employee use may be checked out for a specified time through the checkout procedure established by the Principal and approved by administration.~~