

EMPLOYEE USE OF SCHOOL OWNED MATERIALS AND EQUIPMENT

All property of the Granton Area School District shall be used for the purpose for which it was purchased. District employees may use school-owned materials or equipment outside of regular school hours under the following conditions:

1. On-Site Use:
Employees may use equipment on site outside of regular school hours consistent with existing Board policies and established rules.

2. Off-Site Use:
 - A. Teachers and administrators may take educational materials and equipment home for educational purposes subject to the following conditions:
 - (1) Permission must be obtained from the person responsible for maintaining its inventory **and** from the building principal. An *Equipment Use* form must be completed before the item is removed from school premises.
 - (2) Such materials and equipment are kept out of the school for only that period of time that has been approved by the building principal.
 - (3) Any loss or damage happening during the time outside of the school will be the employee's personal responsibility to repair or replace to the satisfaction of the building principal.
 - B. No employee may remove powered (electrical or gas/diesel) equipment or materials used for operation and maintenance from the schools or shops for personal use.
 - C. No property may be disposed of without permission of the administration.

Adopted: April 9, 2007
Revised: January 13, 2014

Legal References: Wisconsin Statutes: 120.13 (17)

Cross References: GASB Policy, Chapter 9, Sec. IA – Computer Use and Internet Safety
GASB Policy, Chapter 9, Sec. IC – Disciplinary Procedures for Computer/Internet Use Policy Violations
GASB Policy, Chapter 9, Sec. ID – Computer/Internet Use Agreement for Employees and Citizens
GASB Policy, Chapter 10, Sec. CC – Use of the Internet