

CFB—Use of School Facilities: Employee Use of Equipment

Use of School Equipment

The following guidelines shall govern use of school facilities and equipment:

- 1) The Principal may authorize the use of school equipment at the school for community service provided it is operated only by authorized school personnel or approved personnel.
- 2) Equipment of one school may be loaned to another school of the District provided arrangements are made between the principals involved.
- 3) School equipment shall not be used by individuals to unreasonably compete with business and industry for commercial purposes or for private gain

Equipment for Personal Use

The following guidelines govern use of school facilities and equipment by school personnel:

- 1) Equipment may not be used for personal use by school personnel unless authorized by the school principal
- 2) School personnel may use equipment to produce a personal article that may be used for demonstration purposes at the school provided the employee pays for the cost of the article after the school needs for the item have been completed.

Office Machines

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. Community members may be allowed to make copies under the same requirements as employees with principal approval.
- 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/electronic devices may use those computers for personal use after regular working hours.
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