

**AUTHORIZED USE OF SCHOOL-OWNED EQUIPMENT**

District equipment may be removed from District property by students or staff members only when such equipment is reasonably necessary to accomplish tasks arising from their District or job responsibilities. The consent of the administrator is required for, and must be obtained prior to such removal.

A Board employee may use Board-owned technology including: cellular telephones, personal digital assistants (pdas), laptop computers and other technology devices for school use off of school property. Technology devices owned by the Board may contain personally identifiable information about District students and/or staff. Federal and State laws prohibiting disclosure of such personally identifiable information apply to electronic records stored on technology devices. A Board employee who loses or misuses student or staff personally identifiable information will be subject to disciplinary action as determined by the Board.

Removal of Board equipment from District property for personal use by students is prohibited.

[Adoption date: October 15, 2015]