

Board Policy

Code No. 401.17

USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT BY EMPLOYEES

A school district employee may use school equipment for school purposes or activities held during the school day or for school-sponsored events. In order to best provide for the safety of school district employees who wish to use school facilities and equipment for personal use, a log requesting such use must be completed. The building principal or designated facility coordinator must approve, in advance, the request for this private use, whether the request for use be during or outside of regular school hours. No school building or equipment may be used to promote private gain nor may requests for non-school related building use supersede any prior request.

Technology equipment may only be requested for school-related purposes. Use of technology equipment for personal use only will not be approved. All requests for technology equipment to be taken out of the district should go through the building media specialist or the district's technology office.

Legal Reference: Iowa Code Sections 256.12, 273.1, 279.8, 297.9 (1989).

Cross Reference: 905 Use of School District Facilities & Equipment

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