

JAY SCHOOL DEPARTMENT

NEPN/NSBA Code: GBM

USE OF SCHOOL FACILITIES AND EQUIPMENT BY  
SCHOOL DEPARTMENT PERSONNEL

- A. The use of school facilities and equipment by school personnel is permitted with prior permission of the administration and when person/persons responsible for the area are present.
- B. The use of the gym facilities at the high school by school personnel is permitted with prior approval of the administration provided it does not interfere with any school activities.
- C. The person who uses the facilities and equipment as provided under items A and B will be responsible for setting up and/or cleaning up the area.
- D. School equipment will not be removed from school department facilities by school personnel for their own personal use.
- E. Subject to approval by the superintendent/designee, a teacher who uses a computer in his/her classroom instructional program or has a degree of expertise in the use of a computer may be permitted to take one from the building in which he/she teaches for use in curriculum development subject to the following conditions:
  - 1. A computer may be taken from the building at the end of a school day. It must be returned to school the following morning.
  - 2. A computer may be taken from the building at the end of the last school day of the week for weekend use. It must be returned to school on Monday morning.
  - 3. A computer may be taken from the building during a school year vacation period.
  - 4. Computers purchased from project or grant funds are limited to use by the school project personnel for the duration of the project.
  - 5. A teacher who takes a computer from the school building agrees to accept responsibility for the computer while it is in his/her possession.
  - 6. If the computer is borrowed for personal non-school use the employee will be responsible for any damage to the computer.

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The superintendent/designee is authorized to approve the loan of computers subject to the established rules.

Cross Reference: EDC - AUTHORIZED USE OF SCHOOL-OWNED  
MATERIALS AND EQUIPMENT  
KF - COMMUNITY USE OF SCHOOL FACILITIES

Adopted: AUGUST 1, 1972, DECEMBER 4, 1997

Revised: 11/16/82; 4/11/84; 11/13/84; 3/28/85; 1/8/87