

USE OF SYSTEM-OWNED EQUIPMENT AND MATERIALS

7.61.1

All equipment and materials owned by or purchased in the name of the Henry County School System shall be used exclusively for educational purposes as defined by the Board. Employees are authorized to use such equipment and materials while performing assigned job-related duties at their respective work sites/classrooms during regular work hours.

Use of Equipment Away From School Work Sites/Classrooms

The use of School System-owned equipment away from work sites/classrooms shall be limited to items that are directly related to completing instructional/teaching-oriented work assignments.

Fixed Asset Equipment and Certain Electronic Equipment

Under no circumstances are School System employees authorized to take equipment shown on the Fixed Asset Inventory List or electronic equipment with a per unit cost of \$50.00 or more away from their work sites/classrooms without the prior written approval of their immediate supervisor/principal. Use of system-owned equipment and electronic devices may not be for personal gain and must comply with acceptable use agreements.

Non-Fixed Asset Equipment and Certain Electronic Equipment

Employees may be authorized to take School System equipment not shown on the Fixed Asset Inventory List or electronic equipment with a per unit cost of \$50 or less away from their classrooms /work sites to complete school related tasks with the verbal approval of the principal. Use of system-owned equipment and electronic devices may not be for personal gain and must comply with acceptable use agreements. All computers and/or digital devices owned by the School System are subject to the rules and guidelines of the Internet Acceptable Use Agreement (See Policy 5.90).

REFERENCE(S):

CODE OF ALABAMA

[16-8-9, 36-25-5](#)

HISTORY:

ADOPTED: JULY 18, 2013

REVISED: _____

FORMERLY: 6.14.2