

**EMPLOYEE USE OF SCHOOL PROPERTY FOR NON-SCHOOL
AUTHORIZED ACTIVITIES**

School district employees are prohibited from utilizing any school equipment or information for any non-school authorized organization or event, unless otherwise authorized by the building administrator.

District-owned materials and equipment such as consumable supplies, cellular phones, computers, cameras, copiers, electronics or letter head stationery are for school-related business.

Utilizing student or employee directories such as email, address lists, or student or employee information derived from yearbooks or student publications is strictly prohibited.

Violation of this policy by an employee may result in discipline up to and including dismissal.

Adopted 2011
Reviewed 2015



