

Use of School Equipment by EACS Employees

Section 1. General. The Board of School Trustees recognizes the importance of technology in support of the instructional program and believes that EACS employees should be encouraged to use technology wherever appropriate.

The building principal is authorized, within the guidelines of this policy, to approve off-site use of such equipment by EACS employees.

Section 2. School Equipment Taken Off-Site. EACS employees may take microcomputers and related peripherals from the building to which they are assigned with the permission of the building principal or his/her designee. In addition, employees must complete EACS Form Ad-57 (Placement of Educational Equipment). These items may only be checked out for school related purposes.

Instructional equipment, such as video cassette recorders, camcorders, audio cassette recorders, 16 mm film projectors, slide projectors, and 35mm cameras, may be taken from the building to which they are assigned, with the permission of the building principal or his/her designee, for school related presentations.

Section 3. Exceptions. Instructional equipment shall not be checked out to employees for personal use at their residences.

Any other use of school equipment by EACS employees not covered by this regulation must have the approval of the building principal or his/her designee.