

BOARD POLICIES	<b>USE OF DISTRICT-OWNED PROPERTY (BP-5014)</b> METRO TECHNOLOGY CENTERS	<b>The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.</b>
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## 1.0 POLICY:

Except when rented in compliance with board policies, District property may not be used for other than District purposes and other purposes of general public interest. The Board shall permit District property to be used by board members and staff members when such use is to conduct District business and to students when the property is to be used in connection with their studies or authorized extra-curricular activities.

District property will not be loaned for personal or private use by individuals.

No District property shall be taken off campus without the prior knowledge of the superintendent or his/her designee. The superintendent will ensure that proper controls are established to assure the lender's and borrower's responsibilities for all such property.

Site Directors are responsible for monitoring expenses relative to telephones, copiers, iPads, FAX machines, etc., at their respective locations and will be capable at all times of responding to the superintendent about the use of the listed equipment. Use of this equipment will be for District business.

No District equipment, supplies, or district-paid employee time shall be used for any internal or external political purpose; provided, this shall not apply to purely informational activities to explain millage elections or identify candidates who are properly filed with the election board as allowed by the statute.

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees and students are expected to exercise care and follow all operating instructions, safety standards, and guidelines.

Employees should notify their supervisor and students should notify their teacher if any equipment, machine, tool, or vehicle appears to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees, students or others.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including employee termination of employment or student suspension.

### A. Cell Phones/iPads

Metro Tech may provide a cellular (wireless) telephone and/or iPad and service plan to board members and/or certain exempt employees as a business tool. These tools are provided to assist board members and employees in communicating with management and other employees and to conduct district business. Occasional, brief personal use is permitted within a reasonable limit.

Metro Tech may review voice, text, and data usage at any time. Service plan invoices will be regularly monitored, and employees or board members will be responsible for monthly overages, to include, but not be limited to, voice, text and data use. Payment for

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overages will be made by the employee or board member to the provider and will be turned in to the Business & Operational Services department in the month billed before the payment is due to the service provider.

Metro Tech will retain any wireless phone number and district-provided equipment in the event the employee or board member leaves, changes position, or otherwise no longer needs the device for district purposes.

Lost, stolen, or damaged devices must be reported immediately to the Business & Operational Services department.

If available, devices will be equipped with software to remotely remove all data. This will only be utilized if a device is reported lost, stolen, or is not returned to Metro Tech upon request.

Employees who use their personal cell (wireless) phone for business purposes may be eligible for reimbursement of costs. Employees should contact the Business & Operational Services department for additional information.

Employees may have access to devices while in their cars, but they should remember that their primary responsibility is driving safely and obeying the rules of the road. Employees are prohibited from using devices, including but not limited to, cell phones or iPads, while driving on district business and should safely pull off the road and come to a complete stop before utilizing the devices. The only exception to this would be an emergency situation. Employees who violate this prohibition may be subject to discipline, up to and including termination of employment.

**2.0 CROSS REFERENCE:** N/A

**3.0 REVISION HISTORY:**

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
08-Oct-84	A	Adopted
14-May-90	B	Revised
09-Jan-95	C	Revised
21-Apr-97	D	Adopted
22-Sep-03	E	Reformatted
15-Dec-03	F	Legal references reviewed and revised as necessary
22-Sep-10	G	Revised format
05-Feb-13	H	Updated language to clarify responsibilities of administrators, staff, and students. Revised date format under revision history. Deleted PCF Framework reference.
07-May-13	I	Blanket approval granted by Board of Education to update all policies to approved format and to remove two sections: 2.0 Legal Reference and 5.0 PCF Framework

**\*\*\*End of Policy\*\*\***