

**Spearfish School District 40-2**  
**3000 Business and Non-instructional Operations**

Board Policy

Code: 3610

**AUTHORIZED USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT**

The district will allow employees to take district equipment home for professional use. Equipment damaged during professional use by the district employee will be the district's responsibility. For the use of district equipment for personal purposes the employee will be required to receive prior approval from the employee's building supervisor and principal (see Form 3610). However, any damage during personal use will be the district employee's responsibility.

Occasionally employees will be required to use district equipment in presentations, etc., away from the district. For the employee's protection in these instances, the district will assume responsibility for loss, damage, or theft only if prior written consent is given by the immediate supervisor (see Form 3610).

The Spearfish Board of Education discourages the use of school equipment and materials by other than school personnel. Exceptions for community groups or organizations may be considered, upon request, subject to the approval of the building principal.

Proposed	<u>April 26, 1993</u>
Discussed	<u>May 10, 1993</u>
Adopted	<u>May 24, 1993</u>
Revised	<u>March 23, 1998</u>
Revised	<u>Spring 2004</u>
Reviewed	<u>December 11, 2006</u>
Revised	<u>February 14, 2011</u>
Revised	<u>January 11, 2021</u>