

EMPLOYEE USE OF PERSONALLY-OWNED EQUIPMENT

Employees may elect to bring personally-owned equipment to the school site for use in the course of their work. Equipment owned by an employee of the board may be used at the school only according to these guidelines:

1. Personally-owned equipment is not to be added to equipment inventories.
2. Personally-owned equipment must be approved by the immediate supervisor as acceptable use equipment for the specific employment situation.
3. If the personally-owned equipment is a computer, the technology coordinator must approve its connection to the network, and the use of the computer must comply with FILE: IFBGCB- Employee Acceptable Use of School Technology Policy. At the time that the computer is to be removed from school use, the technology coordinator shall be contacted to remove all school-district related programs and files.
4. Personally-owned equipment remains the property of the individual with the Winston County Board of Education assuming no liability in the event of damage to or destruction of the equipment.
5. No maintenance expenditures may be made to maintain personally-owned equipment.

SOURCE: Winston County Board of Education, Double Springs, AL
ADOPTED: Sept. 21, 2006