

EMPLOYEE USE OF DISTRICT EQUIPMENT

The Peru Central School District Board of Education is committed to avoiding unauthorized use of school district equipment. To this end, employees are prohibited from borrowing and taking off campus school district equipment for off-duty or personal use. This policy does not interfere with reasonable and prudent supervisor-approved off-campus use of school district equipment:

- Associated with local, regional, county, state or federal emergencies, as prescribed in the school district's safety plan.
- Specified via contract or via protocols established via the school district's information technology coordinator to promote increased employee productivity with duly-assigned school district information technology equipment.

Note: The section below is additional language for this policy, in the spirit of the February 27, 2007 executive order by the New York State Comptroller on certain ethics principles associated with off-site use of information technology equipment:

Individuals authorized for off-campus use of school district information technology equipment either via contract or via supervisor-approved off-campus use shall not use such school district equipment for non-school purposes except for incidental personal use that is limited in frequency and duration, does not conflict with the proper exercise of the duties of the employee and the intended off-campus use of such school district equipment by that employee, and does not in any significant way diminish the condition of such school district equipment.

Note: The section below is additional language for this policy.

The Superintendent of Schools or designee[s] shall maintain a list of school district equipment used off-campus for emergency use. The Information Technology Coordinator will maintain an updated list of employees duly-authorized by contract or via authorization of the Information Technology Coordinator, School Business Administrator or Superintendent of Schools to use Peru CSD information technology off campus. That list shall include to whom the particular pieces of information technology equipment were assigned for off-campus use, equipment ID numbers, the date the equipment was authorized for off-campus use, expected return date and the date of equipment return.

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