

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.
- The School Business Administrator [or that administrator's designee] shall maintain records of all equipment that is loaned for long-term use, and shall review such list yearly.

Adoption date: August 11, 2009