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## AP – 4.13 PERSONAL USE OF DISTRICT PROPERTY

### 1. PURPOSE

To establish clear guidelines for employees regarding the personal use of district property, ensuring such use is appropriate, authorized, and does not interfere with district operations or incur additional costs.

### 2. SCOPE

This procedure applies to all employees of the district who may have access to district property, including but not limited to facilities, equipment, vehicles, and technological resources.

### 3. DEFINITIONS

- **District Property:** All assets owned, leased, or operated by the district, including buildings, furniture, equipment, vehicles, and technology resources.
- **Personal Use:** Any use of district property that is not related to official district duties or responsibilities.

### 4. GENERAL GUIDELINES

- **Authorization:** Personal use of district property is not permitted without prior written approval from the appropriate authority. Unauthorized use may lead to disciplinary action.
- **Minimal Impact:** Approved personal use must not interfere with district operations, incur additional costs, or inconvenience other employees or students.
- **Compliance:** All personal use must adhere to relevant district policies, administrative procedures, and legal regulations.

### 5. SPECIFIC PROVISIONS

- **Facilities:** Personal use of district facilities requires prior approval and may be subject to rental agreements and fees. Users must ensure facilities are left in their original condition.
- **Equipment:** District equipment, such as projectors or PA systems, may be used personally only with prior approval. Additional rental fees may apply.
- **Vehicles:** Personal use of district-owned vehicles is generally prohibited unless explicitly authorized under specific circumstances.
- **Technology Resources:** Limited personal use of district technology (e.g., email, internet) is permissible if it does not result in measurable increased costs, distract, or inconvenience others, and complies with digital responsibility policies.

### 6. DECLARATION PROCESS

- **Request Submission:** Employees must submit a written request detailing the intended personal use, including purpose, duration, and specific district property involved.
- **Approval Authority:** Requests must be approved by the employee's immediate supervisor or the designated district official.
- **Documentation:** Approved requests should be documented and retained for record-keeping and audit purposes.

## 7. RESPONSIBILITIES

- **Employees:** Ensure personal use is authorized, adheres to district policies, and does not negatively impact district resources or operations.
- **Supervisors:** Review personal use requests, grant approvals when appropriate, and monitor compliance.
- **District Administration:** Maintain records of approvals and oversee adherence to this procedure.

## 8. COMPLIANCE AND ENFORCEMENT

- **Monitoring:** The district reserves the right to monitor the use of its property to ensure compliance with this procedure.
- **Violations:** Unauthorized or inappropriate personal use may result in disciplinary action, up to and including termination of employment.

## 9. REVIEW CYCLE

This procedure will be reviewed every five years by Human Resources to ensure its effectiveness and alignment with best practices.

By implementing this procedure, the district aims to balance the responsible personal use of its property by employees with the need to maintain resources primarily for educational and operational purposes.