

# **6.14.2 - Use of School-System-Owned Equipment and Materials**

## **Use of School-System-Owned Equipment and Materials**

### **USE OF SCHOOL SYSTEM OWNED EQUIPMENT AND MATERIALS**

**6.14.2**

1. All equipment and materials owned by or purchased in the name of the Alexander City School System shall be used exclusively for educational purposes as defined by the Board. Employees are authorized to use such equipment and materials while performing assigned job-related duties at their respective work sites/classrooms during regular work hours.
  
1. Use of School System-owned equipment away from work sites/classrooms shall be limited to items that are directly related to completing school-associated work assignments. Under no circumstances are employees authorized to take equipment away from their work sites/classrooms without the prior written approval of their immediate supervisor/principal. When an employee is approved to use School System-owned equipment away from the work site/classroom, the equipment must be checked out by serial number or other appropriate identification and returned to the work site/classroom on a daily basis.
  
1. Under no circumstances shall an employee lend, rent, or lease School System-owned equipment to a non-employee or use such equipment for personal gain.

**REFERENCE(S):**

**CODE OF ALABAMA**

**16-11-9**

**HISTORY:**

**ADOPTED: JUNE 12, 1996**

**REVISED: JULY 13, 2010**

**FORMERLY: GAQ**