

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: EDC

EMPLOYEE USE OF DISTRICT TECHNOLOGY EQUIPMENT

The use of district equipment for professional and personal purposes is allowed except as defined in operational policy regulation EDC-R. The district provides technology equipment, employee laptops and cell phones that may be taken home by the employee subject to district usage expectations.

Technology devices provided to staff become the sole responsibility of the staff member to use and care for during the planned life of the device. While it is understood that there will be ordinary wear and tear on devices, there will also be instances of accidental or negligent damage. Accidental damage is defined as damage that may occur due to an unforeseen event, such as a student knocking a computer off the desk. Negligent damage is defined as damage that may occur to a technology device that could have been prevented by ordinary care, such as spilling coffee or water onto the computer or allowing the computer to fall from a carrying case because the device was not secured.

Damage due to an accident, or through negligence, shall be determined by evaluation conducted by the district technology department. Equipment damage caused by accident will be repaired at no cost to the school or department.

If equipment is damaged as a result of neglect, the cost of repair will be assessed to that school or department. Equipment damaged by neglect is a supervision issue that will be handled by the direct supervisor and the employee responsible for the damage.

Staff members resigning their positions or staff members who retire from the district must surrender all district owned technology devices to administrative personnel on or before the last day of employment with the district.

Adopted: 1/20/98
Revised: 8/21/07
Revised: 10/16/12
Revised: 5/21/13
Revised: 8/20/13