

### **AUTHORIZED USE OF SCHOOL-OWNED MATERIALS**

To ensure the security and efficient use of school property, the superintendent shall develop regulations governing the use of all school owned property. The regulation shall address the use of school division facilities, supplies, materials, and equipment by employees and outside organization.

Employees are prohibited from utilizing school property for personal use or gain.

Equipment and materials assigned to schools will not be loaned to employees to be taken home, unless the intent for the equipment use is job-related, professional use at home. In such instances, employees will be required to receive prior written approval from the employee's immediate supervisor. A signed copy of the written approval must be on file prior to removing any such equipment from school property.

Occasionally employees will be required to use school equipment in presentations, competitions, etc., away from the school site. For the employee's protection in these instances, the school division will assume responsibility for loss, damage, or theft only if prior written consent is given by the immediate supervisor. A copy of this consent should be retained by the employee, and a copy must be on file with the administrator from the worksite from which the equipment is taken.

**ADOPTED:** August 1, 1997

**REVISED:** June 9, 2009  
May 13, 2014  
August 12, 2014

**LEGAL REFERENCES:** Code of Virginia, §§ 22.1-70, 22.1-131, 22.1-132.

<b>CROSS REFERENCES:</b>	DN	Disposal of Surplus Items
	GBEC/JFCH	Tobacco-Free School for Staff and Students
	GBCE/IIAB	Network Acceptable Use and Responsibility
	KF	Distribution of Information/Materials
	KG	Community Use of School Facilities
	KGA	Sales and Solicitations in Schools
	KGC (GBEC / JFCH)	Tobacco Use on School Premises