



Making something amazing.

**Adopted: 1-7-18**

## **441 USE OF SCHOOL PROPERTY AND EQUIPMENT**

### **I. PURPOSE**

The purpose of this Studio School policy is to ensure that school property, facilities and equipment are only used for supporting and furthering the educational mission and work of the school.

### **II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of The Studio School that private use of school property, facilities, and equipment for personal gain is prohibited.
- B. School equipment including computers, copiers, fax machines and other technical equipment, shall be operated only by authorized personnel for education-related purposes.
- C. Copy machines may not be used for any volume work that is not school related.
- D. Employees shall not produce personal materials using school or district equipment or use school property for non-school purposes without express authorization from the School Director (Principal) or immediate supervisor.
- E. All authorized personal use of equipment of employees shall take place outside of regular contract hours.
- F. Employees shall pay for any materials used for authorized personal work at standard commercial rates.
- G. The property of The Studio School, whether physical or intellectual, is acquired and maintained for the sole purpose of furthering The Studio School's mission.
- H. Studio School employees will not use property or materials owned, acquired, or produced by The Studio School for personal profit or gain, or to further political, personal, or religious causes, or any in way, that would reflect negatively on The Studio School.