

Milton Town School District

Policy

H103: Use of School District Equipment

The Milton Town School District recognizes that in the past there have been temporary needs for a school employee, a community member, or a non profit community organization to borrow equipment that may not be otherwise available to them to complete an important project or task.

It is the policy of the Milton Town School District to no longer permit the temporary use of school equipment by a school employee, a community member, or a non profit community organization; unless part of an approved facility use request.

For the purpose of this policy, school equipment is defined as (but not limited to):

- District Technology – to include (but not limited to): computers, iPads, minis, laptops, cameras, video cameras, printers, scanners.
- District Equipment – to include (but not limited to): district trucks, tractors, lawn mowers, snow removal equipment, motorized carts, excavating equipment, vans, bulldozer, Bobcat[®] equipment.
- District Furniture – to include (but not limited to): chairs, tables, desks, stands, display boards, music stands.
- District Music Equipment – to include (but not limited to): piano, keyboards, guitars, drums, music stands.

District Provided Cell Phones:

Employees in possession of a district provided cell phone are permitted to use said cell phone for personal reasons during non-work hours provided said use is in compliance with the district's Acceptable Use Policy. Any excess charges as a result of overuse of the data network, including texting, or allowed minutes shall be the responsibility of the employee, not to exceed the total number of minutes the employee used the cell phone for personal reasons during the corresponding period.

It is against District rules (and in some cases Vermont Statute) to:

- a. Talk on a cell-phone (unless hands-free), text or e-mail while ***operating a company vehicle***.
- b. Text or e-mail while ***driving a personal vehicle for business use***.
- c. Send or retrieve ***work related texts or e-mails*** while ***driving a personal vehicle during non-work hours***.
4. Employees are discouraged from talking on cell phones or other hand-held mobile device for business purposes while driving a personal vehicle. Use of a hands-free device (e.g., blue tooth) is encouraged in place of hand-held devices in these instances.

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