

The superintendent or designee may authorize the use of electronic equipment, including, but not limited to, cell phones and laptop computers, owned or leased by the district by an employee. Such equipment will be supplied to employees for the sole purpose of enabling them to better perform their job responsibilities with the district.

Employees shall comply with this policy and any directives provided to them by supervisors regarding the use of the equipment. The equipment is not to be used by the employee for personal use, without knowledge of the supervisor.

Employees shall not use such equipment to engage in any work that is not related to his/her employment with the district, engage in any illegal activities, or violate any district policy.

The employee is responsible for the safeguarding the district's equipment while in the employee's possession and/or responsibility. The employee shall immediately (within 24 hours) report to his/her supervisor if the equipment is lost or stolen.

The equipment shall be immediately returned to the supervisor upon request or upon termination of the employee's employment relationship with the district. The employee is prohibited from allowing any third party to use the equipment.

If it is determined that an employee has misused district equipment, the equipment shall be returned to the supervisor immediately, and the employee may be subject to disciplinary action.

In order to record and track equipment off grounds, the same form for facility use shall be utilized for equipment use by employees.

***DISCIPLINARY ACTION***

Any employee who violates this policy shall immediately return the equipment to his/her supervisor. Violation of this policy by the employee may be grounds for disciplinary action, up to and including immediate termination from employment with the district.



**LEGAL REFERENCE:**

Idaho Code Section 33-512

ADOPTED: 3/11/08

AMENDED: 11/17/08