

SCHOOL DISTRICT OF WAUPACA

SERIES 700 SUPPORT SERVICES

CODE: 742.1

OFF-SITE/OFF-HOUR SCHOOL COMPUTER AND OTHER TECHNOLOGY EQUIPMENT USAGE

The School District of Waupaca Board of Education authorizes the off-site/off-hour use of certain technology equipment for educational purposes.

An employee may arrange to check out a computer and/or printer over extended calendar break periods (specifically, summer break, winter break, and spring break). Computer and/or printer checkout for shorter periods of time may be allowed only in extenuating circumstances such as computing end of quarter/semester grades or special projects.

Other technology equipment, such as hand held calculators and other more portable equipment, may be checked out at any time at the discretion of the principal.

Each building principal shall be responsible for authorizing off-site/off-hour use of computer and other technology equipment. Authorization shall be limited to the following purposes:

1. Examining and using instructional software;
2. Developing programs for school use;
3. Preparing school related materials and instructional plans;
4. Becoming familiar with equipment operation to the extent the operation is related to the job.

Instructional technology resources shall not be used for activities for profit or hire, non-school activities such as financial record keeping, or illegal activities.

Only stand-alone computers (as opposed to computers that are wired to networks) will be loaned. Requests which would require the extensive loading of software, or a lengthy re-setup of the machine upon its return, will not be honored.

Under no circumstances shall technology equipment be checked out for personal use by employees. This clause specifically includes equipment such as vcr's, camcorders, and televisions.

The District's insurance provides off-site coverage for 60 days with a deductible. In case of fire loss, theft, or accidental damage, the employee shall be asked to file a personal insurance claim with their carrier for recovery of the District's deductible. In the absence of District and/or personal insurance coverage, the employee shall be responsible for repair or replacement at the discretion of the District.

ADOPTED: 081297

REVISED:

REVIEWED:

LEGAL REFERENCE:

CONTRACT REFERENCE:

CROSS REFERENCE:

The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.