

# MINNETONKA PUBLIC SCHOOLS

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## **Policy #808: EMPLOYEE USE OF DISTRICT EQUIPMENT**

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Equipment that is purchased and maintained by the Minnetonka School District is provided to support the educational program within the District. Equipment shall not be used for unauthorized purposes or for financial gain unrelated to the Mission of the District.

- 1.0 School equipment is purchased with taxpayer funds and is intended to be used for the education of students.
- 2.0 Use of school equipment by employees for personal projects may, on one hand, be considered a type of fringe benefit while, on the other hand, may lead to serious abuse and justifiable criticism by the community regarding matters of public trust.
  - 2.1 For example, typing a personal letter on school equipment, after normal work hours or the reproduction of it on school equipment if payment is made for materials, is an example that is probably within tolerable limits.
  - 2.2 Conversely, the making of kitchen cabinets on school equipment for one's home would probably not meet the test of good judgment unless it was done within an adult education class setting, sponsored by Minnetonka Community Education.
- 3.0 The emerging availability of several technologies used in the work setting may seem to offer possibilities for personal use. The personal use of technology must be carefully evaluated with the respective principal before assuming that its use for personal work would be appropriate.
- 4.0 The respective principal is responsible for communicating to employees the essence of good judgment in such matters and to make decisions in individual cases.

*Reference Policy #524: Electronic Technologies Policy*

*Approved April 6, 2006*