

## USE OF SCHOOL MATERIALS/EQUIPMENT

FILE: EDC

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### **Purpose**

To assure that school system materials/equipment is used for school purposes only

### **Definitions**

N/A

### **Policy Statement**

Board of Education of Allegany County employees shall not be permitted the use of public school property, equipment or materials for personal use outside his/her direct responsibilities and assignment without proper authorization from the immediate department head.

Furniture, materials and school system equipment shall not be removed from school facilities unless for school and/or business-related reasons.

Unauthorized use of school property, equipment or materials may be considered grounds for disciplinary action up to and including dismissal.

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<b>Legal Reference</b>			
<b>Policy History</b>	<b>Adopted</b>	<b>Reviewed</b>	<b>Revised</b> Jan. 10, 2006, 1 <sup>st</sup> Reading Feb. 14, 2006, 2 <sup>nd</sup> Reading