



EOLA of OHIO TEMPLATES

OFFICE OF THE SUPERINTENDENT
_____ SCHOOL DISTRICT

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REVISED GUIDELINE - PHASE IV TECHNOLOGY UPDATE - JANUARY 2018

PERSONAL USE OF DISTRICT EQUIPMENT/**SUPPLIES**/FACILITIES

Board Policy 7530 requires that limits be placed on staff **and student** use of District equipment and facilities. The following guidelines describe the nature and extent of such use.

TELEPHONES

- () District telephones are not to be used for personal calls except for a bona fide emergency.
- () Staff members may use ~~the~~**District** telephones to make brief, local (nontoll) calls provided such calls are made during free-time.
- () and are not for conducting a private business.

Except in emergencies, local calls should be limited to two (2) or three (3) minutes.

- () No long-distance calls are to be made without the permission of the _____. If such calls are made, time and charges are to be recorded by the caller and submitted together with the payment to the _____.
- (+) ~~Telephones are not to be used with computer modems without the approval of _____.~~

~~COPIERS/PRINTERS~~ MACHINES

- () District copiers **and printers** may not be used for nonschool purposes.
- () Staff members may use a District copier/**printer** to make () **single** () **no more than** ____ copies of personal documents provided ~~ing~~ such copying/**printing** is done on free-time.



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() With the permission of the _____, a staff member may make multiple copies of one or more documents for a fee of \$.____ per page

() which includes the cost of paper.

() with the staff member providing his/her own paper.

The number of copies is to be recorded and submitted, together with the fee payment, to _____.

FAX MACHINES

() District fax machines may not be used for nonschool purposes.

() Staff members may use a District fax machine provided s/he pays the telephone charges.

() With the permission of the _____, a staff member may receive faxes of one (1) or more documents for a fee based upon the cost of the call.

() A staff member may also receive faxes of one or more documents for a fee of \$.____ per page

() which includes the cost of paper.

() with the staff member providing his/her own paper.

The number of ~~pages~~**copies** is to be recorded and submitted, together with the fee payment, to _____.



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TECHNOLOGY RESOURCES ~~COMPUTERS~~

- () District **Technology Resources** (as defined in **Bylaw 0100**) ~~computers and printers~~ may not be used for personal reasons.
- () A-District **Technology Resources** ~~PC~~ may be used for personal reasons ~~provided~~ such use has been approved by _____ and takes place during a staff member's free-time.
 - () and is limited to ____ hours per week.
- () Staff members are to provide their own **mobile/portable storage device** ~~computer disks ()~~ and printer paper.
- (+) Staff members shall be charged \$ _____ per hour of computer time to help defray the cost of servicing and maintenance.
 - (+) and the cost of printer paper.

FACILITIES/EQUIPMENT/SUPPLIES

- () Staff members may not use any of the District's equipment or supplies for personal reasons.
- () Staff members may use District facilities ~~provided~~ they follow the guidelines established in AG 7510A - Use of District Facilities.
- () Staff members shall
 - () be exempt from rental fees established for the facility they wish to use.
 - () pay the **rental** fee established for the facility they wish to use.



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- () Staff members may use District equipment only with the written approval of the _____ **[person responsible for the equipment] [Superintendent or Business Manager]**.
- () and upon payment of the fee established for such use.