

SCHOOL DISTRICT EQUIPMENT

School District Property and Equipment Assigned to Staff Members

Sweetwater County School District #1 Staff Members are accountable and responsible to care for and maintain any District property assigned to them during their employment. Vandalism, loss, breakage or misuse must be reported to the Building Administrator and appropriate District Department Head immediately. In addition, employees must provide written documentation to the District within two working days detailing the facts related to any vandalism, loss, breakage or misuse.

An employee's computer or any other storage device must be backed up monthly, at a minimum, or sooner based on the needs of the employee. In the event of the loss of a computer or any other storage device, the employee must provide as detailed an inventory, as possible, and the most recent back up of all documents contained on said laptop or storage device. Employees must specifically note any documents related to or identifying students or student work. Documentation must be submitted to the District within two working days from the time of loss.

Adopted: 2/12/07

Revised: 10/27/08