

- CLASSIFIED PERSONNEL -**Use of School Property**

All personnel shall be responsible for the school equipment, supplies, books, furniture, and apparatus under their care and use. Any damaged, lost, stolen, or vandalized property shall be reported to the employee's immediate supervisor, who shall then report it to the Superintendent/designee once it is confirmed that the item cannot be recovered.

In addition, employees shall not perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities. District property being used for unauthorized purposes shall be reported to that employee's immediate supervisor.

PROHIBITIONS

An employee shall not use any District facility, vehicle, electronic communication system, equipment, or materials for personal or private use or gain. These items (including security codes and electronic records, such as E-mail) are property of the District and shall be used solely for job-related purposes.

ELECTRONIC COMMUNICATIONS

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy as to information entered or stored in their E-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.

DRIVING RECORD

Employees who have occasion to drive a Board-owned or contracted vehicle and/or transport students, shall ~~biennially~~annually ~~have provide~~ the Superintendent/designee request with a copy of their driving records from the Kentucky Department of Transportation. Any traffic citation received ~~during the year~~ shall be reported to the Superintendent/designee prior to driving a Board-owned or contracted vehicle and/or transporting students.

PHYSICAL EXAMINATION

Employees who ~~are assigned to drive Board-owned~~ drive vehicles to transport students shall undergo an ~~biennial~~annual physical examination at their own expense.

USE OF ASSIGNED TELECOMMUNICATION DEVICES

The Board authorizes the purchase and employee use of telecommunication devices, as deemed appropriate by the Superintendent. These devices shall include, but are not limited to, pagers and digital or cell phones.

District-owned telecommunication devices shall be used primarily for authorized District business purposes. However, occasional personal use of such equipment is permitted.

REFERENCES:

KRS 160.290; KRS 189.292
KRS 189.294; KRS 281A.205
702 KAR 5:080
15-ORD-190