

## **AUTHORIZED USE OF TECH VALLEY HIGH SCHOOL-OWNED MATERIALS AND EQUIPMENT**

The Tech Valley High School (TVHS) Operating Board permits the use of TVHS-owned materials and equipment including but not limited to: laptop computers, electronic communication devices, and audio-visual equipment, by TVHS Board members, officers, and employees when such material and equipment is needed for TVHS-related purposes.

All equipment shall be inventoried and a list shall be maintained of the date such equipment was assigned, to whom it was assigned, and the date of actual return.

It is expected that the individual(s) assigned BOCES-owned equipment shall take reasonable care of such equipment.

### **Land-Line Telephones**

The TVHS provides land-line telephones in offices and classrooms to conduct official TVHS business. Incidental personal use is allowed.

Adoption date: 7/25/19