

# USE OF DISTRICT EQUIPMENT AND SUPPLIES BY PERSONS AFFILIATED WITH THE DISTRICT

Policy 742

Waunakee Community School District

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Students, officials, employees, and agents (e.g., a school volunteer) of the District shall use District equipment and supplies only for District-authorized purposes. If any person is uncertain whether a particular use of such equipment or supplies is District-authorized, the District expects the person to seek clarification and permission, in advance, from an appropriate administrator or other supervisor.

1. When authorized by the District and when used in compliance with any applicable policies, conditions, or restrictions that have been established by the District, incidental personal use of District equipment or supplies does not violate this policy.
2. To the extent any student or any District official, employee, or agent of the District is authorized to use a material quantity of consumable District supplies for a non-District purpose (i.e., for reasons that do not relate to the individual's District-connected role), the person shall be required to reimburse the District for the reasonable cost of such supplies. However, no such authorization shall be given for any outside, for-profit activity, including self-employment.
3. Nothing in this policy prevents a student or any District official, employee, or agent from requesting use of District facilities and District equipment for non-District purposes on the same basis that a non-affiliated third party may request such use, including possible fees, not to exceed the actual costs, incurred by the District as a result of such use.

Consistent with this policy and any other applicable Board policies, the District Administrator or an administrative-level designee may create additional rules and procedures to facilitate the implementation of this policy in specific contexts and to protect the District's interests (e.g., check-out and return procedures for students and employees who are authorized to take temporary possession of District equipment; financial responsibility agreements; etc.).

In the absence of either (1) a clear, District-related operational or educational purpose, or (2) an established rule, procedure, directive, or practice, building-based staff and supervisors who receive requests for clarification/permission regarding authorized use under this policy shall normally either deny the request or refer the inquiry to the District Administrator or his/her administrative-level designee for further review. Reasons that the administration may deny permission include, but are not limited to, avoiding special treatment/favoritism, ensuring appropriate use of publicly-funded equipment and supplies, and avoiding any unacceptable risk of loss, damage, injury, or liability.

Violations of this policy may lead to disciplinary action. Examples of inappropriate use that would violate this policy (and that would not be likely to be authorized even if permission were requested) include the following:

1. A staff member, without permission, removes District landscaping equipment and power tools from District property to use for a home project.
2. A staff member with access to the building brings a small group of friends or family members to privately use a school's fitness center equipment during a school vacation period.

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3. A student, without permission and unrelated to any authorized school project, uses a school's 3D printer and related supplies to create objects for personal use or sale.
4. A staff member uses a District copying machine for a non-District purpose without following District procedures for documenting and paying for personal copies.

## Legal References:

### Wisconsin Statutes

[Section 120.13\(17\)](#) [temporary use of school property, including equipment]

## Cross References:

WASB PRG 742 Sample Policy 1  
742-Rule, Equipment Use Guidelines for Departments  
830-Rule, Use of Facility Regulations

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