

<p>CUSHING PUBLIC SCHOOLS BOARD OF EDUCATION POLICY</p>	<p><i>Technology</i></p> <p>Adopted: August 9, 2021</p>
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**PROHIBITED USE OF
DISTRICT ISSUED TECHNOLOGY EQUIPMENT**

The district may issue a wireless device to the employee such as a cell phone, iPad, or laptop. Employees who are issued these devices must carefully adhere to all other district technology policies.

For business and tax reasons the personal use of such equipment is not permitted and, as a result, any personal use should be limited to emergency circumstances. Any employee who utilizes a district wireless device for personal reasons must promptly notify his/her supervisor in writing, and all usage records are subject to audit for compliance with this policy. Employees who violate these requirements are subject to disciplinary action, including removal of the equipment or termination.

Any employee who is issued a district owned wireless device must protect the device from loss, damage, or theft. If the device is lost, the employee must promptly report the loss to his/her supervisor. If the device is stolen, the employee must immediately file a police report and notify his/her supervisor.

Employees must return all wireless devices, in good condition, upon request of the district or upon separation from employment, whichever is sooner.