



Employee Personal Use of School Property Policy

I. Purpose

This policy will establish the School's policy regarding personal use of School property. This policy is consistent with the provisions of Utah Code 76-8-402 and relevant definitions.

II. Scope

All administrators, educators, volunteers and other full or part time staff or anyone else that has access to or use of School property are subject to this School policy unless:

- a. The employee uses the property for a lawful purpose and the employee's use or possession of the school property substantially outweighs the personal benefit received by the employee or
- b. The possession or use is incidental or de minimis.

III. Policy

- a. All School property shall be used for School purposes only, subject to the exceptions provided in Section II, above.
- b. Use of School property for purposes other than School purposes may be acceptable by permission only, again, subject to exceptions provided above, or permission may be expressly granted:
 - i. As specifically allowed in other School policies, or
 - ii. As specifically provided in the VAC Employee Handbook, or
 - iii. On a case-by-case basis, by the Director or Director's designee. The Director/designee may grant permission if:
 1. The employee tells the Director/designee the purpose for the use of School property; and
 2. The Director/designee determines that the use of the School property is appropriate.
 3. The Director/designee or School Board reserves the right to refuse an employee's use or request of School property if it determines that the use is inappropriate or does not sufficiently benefit the School.
- c. School property shall not be used for unprofessional or illegal activities. Employees that use school property, even consistent with the law and this policy, are subject to the standards of professional conduct.
- d. Utah law (Utah Code 76-8-402(10)) does not allow a public entity (VAC) to retroactively modify this policy or retroactively authorize conduct that violates this policy.

- IV.** Employees who use school property in violation of this policy may be subject to the penalties of Utah Code 76-8-402 in addition to possible employment discipline.