

**BOARD POLICY**

**BOARD USE OF THE DISTRICT'S COMMUNICATIONS EQUIPMENT**

The Board adopts this policy to govern its members' use of District communications equipment, including computers, fax machines, printers, copiers and other equipment provided by the District to board members in order to conduct District-related business.

District-owned communications equipment, including, but not necessarily limited to, computers, printers, copiers, fax machines, and other electronic communications equipment, may be provided to board members to assist them in conducting District-related business.

At the time the board member accepts the use of District communications equipment, he or she shall provide written assurance of financial responsibility for any direct costs incurred as result of any unauthorized, personal use of the communications equipment. Direct costs may include cost of paper, ink, repairs, and telecommunication costs that the District provides for the equipment if the equipment is used for District purposes only. Board members are also expected to adhere to the District's administrative procedure regarding board use of communications equipment.

Approved: 02-14-08