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*Rescinds Policy Number:*

*Issued:*

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The Board of Education recognizes the importance of receiving accurate and timely information from and communicating with the administration on issues relating to the operation of the schools and of having access to information on the Orange County Schools and education matters in general. To that end, it is the policy of the Board of Education to provide equipment for use by each board member at home during their term on the school board for purposes of communication and information relating to their service on the Orange County Board of Education. Use of equipment by board members shall be subject to the following conditions:

1. Board members shall refrain from any personal use of equipment and shall use it only for school board related activity.
2. Board members shall not use or attempt to use equipment as a communication device in such a manner as to circumvent or violate the Open Meeting Law.
3. Board members shall adhere to all copyright laws concerning software licensing, videotape reproduction and distribution for sale.
4. Board members shall be responsible for the safekeeping and security of all equipment while in his/her possession. In the event of loss or damage to equipment, the school board member shall immediately notify the superintendent for the Orange County Schools in order that appropriate claims may be made for purposes of insurance. Board members agree to cooperate fully with filing any and all insurance related forms or other documentation necessary to recover for damaged or lost equipment.
5. Board members shall take appropriate measures to protect the equipment from rain, moisture or extreme temperatures and shall see that equipment is located in a secure area in the board member's home and shall insure no confidential information may be viewed by anyone other than the board member.
6. At the end of the board member's term, or upon termination or resignation from their position on the Board, the equipment shall be immediately returned to the superintendent, or other designated employee determined by the superintendent.