

Policy 701.25

FINANCIAL

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Use of School Photocopiers

The School District approves the use of school photocopy machines for personal reasons by staff during non-educational times. Non-educational times are before or after classes begin, during designated lunch hour, or during designated planning times.

Staff members who use the photocopiers for personal reasons must fill out the Photo Copier Utilization Form and pay the building secretary the amount indicated per copy as stipulated on the Photo Copier Utilization Form.

Adopted: January 12, 2004  
Reviewed: January 11, 2016

