## **Business/Non-Instructional Operations**

## Home Use of Instructional Materials and Equipment

The Newtown Board of Education believes that technology can assist staff members to be more efficient. It further believes that historically teachers have used time at home to perform activities necessary to their function during the school day.

The Superintendent will implement a procedure that provides a means for members of the teaching staff to request permission from the Building Administrator to use equipment such as a tape recorder or computer to plan, develop, or evaluate instructional activities related to their responsibilities as a Newtown teacher. Teaching staff members using reasonable care for any equipment or materials they have borrowed, will not be liable for any cost that may occur from accidental damage to equipment and/or materials.