

**PERSONNEL**

**Internal Communications - Use of School Materials and Equipment**

The Superintendent or his/her designee may grant an employee the following:

1. the use of employee mailboxes, inter-school mail and a designated bulletin board for purposes of internal communications;
2. the use of approved school equipment, e.g., computers, printers, etc.

The employee shall provide or pay for all expendable materials. No secretarial and/or administrative aid shall be provided by the District absent the approval of the Superintendent.

All District communications to be posted shall be approved by the Building Principal.