

**Policy Type: Financial Policy****Title: Personal Use of Entity Property Policy****Effective: July 22nd, 2026****Purpose**

The purpose of this Personal Use of Entity Property Policy is to permit reasonable incidental use of Custom Class Charter School (“Custom Class”) property while protecting public resources, maintaining accountability, and supporting the school’s flexible online, hybrid, community-based, and in-person operations.

**1. General Policy Statement**

School property is provided primarily for educational, administrative, and other authorized school purposes. Limited incidental personal use is permitted when it is lawful, reasonable, does not materially increase cost or risk, does not interfere with school work or instruction, and does not result in private financial gain.

This policy is intended to be applied reasonably rather than as a prohibition on ordinary incidental use. Administration may establish practical limits based on the type, value, security, licensing, or intended use of the property.

**2. Permitted Incidental Use**

Examples of generally permitted incidental use include brief personal communications on a school device, limited personal printing, temporary home use of equipment assigned for school work or learning, and reasonable use of school-provided internet, software, furniture, supplies, or other resources that does not create a meaningful additional cost.

Incidental use does not create an expectation of privacy. Custom Class may access, inspect, secure, update, inventory, or recover its property and school-related data consistent with law and school policy.

**3. Prohibited Use**

School property may not be used for unlawful activity, political campaigning prohibited by law, harassment, discriminatory conduct, commercial enterprise, significant personal benefit, circumvention of security controls, or content or activity that materially disrupts school operations or exposes the school to unreasonable cost or liability.

A user may not sell, pledge, permanently transfer, intentionally damage, or allow unauthorized access to school property. Reasonable wear, accidental damage, loss despite reasonable care, and good-faith mistakes will be addressed proportionately and do not automatically require repayment or discipline.

**4. Responsibility and Return**

Persons entrusted with school property shall use reasonable care, promptly report material loss, theft, or damage, and return property when requested or when the assignment, enrollment, or relationship with the school ends. Administration may consider age, circumstances, insurance, depreciation, normal wear, and ability to pay before seeking reimbursement.

Data and accounts should be returned, transferred, or removed in accordance with school procedures. Administration may allow a user a reasonable opportunity to remove personal files that are lawful and do not constitute school records.

## **5. Exceptions and Corrective Action**

The School Director or designee may approve additional personal use when it serves a public or educational purpose, supports remote work or learning, avoids waste, or produces no material disadvantage to Custom Class.

Concerns should ordinarily be addressed through guidance, restoration, repayment of material incremental costs, or restriction of use before discipline is considered. Intentional misuse, concealment, theft, repeated violations, or unlawful conduct may result in discipline, recovery of loss, referral to law enforcement, or other appropriate action.

## **Administration and Review**

School administration may maintain procedures, forms, training materials, agreements, inventories, and internal guidance necessary to implement this policy. The Governing Board may review and revise this policy periodically to reflect legal updates, Utah State Board of Education guidance, operational needs, or Board direction.

Nothing in this policy creates a private right of action, contract right, or entitlement beyond that required by applicable law. If any provision conflicts with controlling law, the law shall govern and the remaining provisions shall continue in effect.

## Certification

The undersigned officers and/or Board of Directors of Custom Class Charter School certify that this policy was duly adopted as of the date below.

A handwritten signature in black ink, reading "Matthew J. Middione". The signature is fluid and cursive, with the first name "Matthew" and last name "Middione" clearly legible.

Matthew J. Middione - Board Chair

A handwritten signature in black ink, reading "Douglas Reed". The signature is cursive and stylized, with the first name "Douglas" and last name "Reed" clearly legible.

Douglas Reed - Board Vice Chair

Effective Date: July 22nd, 2026

Revised Date:

## References

Utah Code Section 63A-3-110

Utah Code Section 76-8-402

Utah Administrative Code R277-551

Utah Administrative Code R277-553