

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT

The Board of Education permits the use of District-owned materials and equipment (e.g., laptop computers, cell phones, audio-visual equipment, etc.) by Board members, officers, and employees of the District when such material and equipment is needed for District-related purposes, and will not interfere with the programs and services of the District.

The Superintendent of Schools, in consultation with the School Business Official, shall maintain regulations governing the loan and use of such equipment. Such regulations must address:

- the individuals who may properly authorize the use of such material and/or equipment;
- the responsibilities of the borrower for proper use, care and maintenance;
- that, regardless of condition or other factors, all loaned equipment must be returned to the District. No item may be sold to or purchased by the borrower unless such equipment has been returned to the District for evaluation and, if necessary, disposal in accordance with District policy and procedures.

All equipment shall be inventoried and a list shall be maintained of the date such equipment was loaned, to whom it was loaned, and the date of expected and actual return.

Individuals borrowing District-owned equipment shall be responsible for its safe return and shall be fully financially liable, in case of damage, theft, loss or destruction of the equipment, during the period of use.

The District shall maintain records of all equipment that is loaned for long-term use (e.g. school year, term of office, etc.) and shall review the list yearly.

Adopted: June 21, 2006

Revised: December 17, 2014