

Equipment

Authorized Use of School Equipment

The Board of Education may permit school equipment to be loaned to staff members when such use is directly or peripherally related to their employment and to students when the equipment is to be used in direct connection with their studies.

The Board of Education may authorize the use of District equipment by school personnel and community groups when such use does not interfere with the District's educational programs. "District equipment" is defined as including but is not limited to any movable hardware that is not normally identified as part of a room or building, including chairs, risers, portable stages, audio-visual equipment, tools, physical education equipment, and computers.

User fees, if applicable, shall be paid in advance to cover actual costs, depreciation and insurance. Users shall be responsible for reimbursing the District for lost or damaged equipment.

The Board reserves the right to deny use of equipment for non-school use.

The principal or his/her designee shall be authorized to release equipment in accordance with this policy.

Personal Use of School Equipment by Employees

School equipment shall not be used by any employee, student or community group for personal use at any time without prior approval from the Superintendent. No equipment may be removed from school premises for personal use of the employee without prior approval from the Superintendent.

The Superintendent shall work with the Principal to develop specific procedures for the use of school equipment by employees working in the regular or extracurricular program during times when school is not normally in session.

Similar procedures shall be developed for maintenance and custodial employees performing duties outside regular working hours.

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