

AUTHORIZED EMPLOYEE USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT

The use of district equipment for personal purposes is prohibited. In addition, the district does not encourage employees to take district equipment home for professional use. However, there may be situations necessitated by district needs when it seems appropriate to allow employees to do so. In

such instances, employees will be required to receive prior written approval from the employee's immediate supervisor. A signed copy of the written approval must be on file prior to removing any equipment from district property.

Occasionally employees will be required to use district equipment in presentations, etc., away from the district. For the employee's protection in these instances, the district will assume responsibility for loss, damage, or theft only if prior written consent is given by the immediate supervisor. A copy of this consent should be retained by the employee and a copy must be on file with the administrator from the worksite from which the equipment is taken. The Superintendent will prepare guidelines for employee adherence in this regard.

The Board recognizes the need to share certain equipment with the people when reasonable and appropriate. When citizen groups request use and movement of school equipment, it will be necessary to charge a fee amounting to the hourly rate of pay for employees involved in transporting the equipment and for other costs related to transportation.

Non-reimbursable Use

The manager of data processing, with the approval of the Superintendent, may enter into informal reciprocal agreements with outside organizations whereby the district could benefit from using data processing equipment not owned by the district and the district could offer without charge computer time to outside organizations.

Reimbursable Use

The Information Technology Director may negotiate with school or non-school users for computer time by written agreement appropriate to the type of use. Such negotiated agreements will be approved by the Business Administrator, the Superintendent, and the Board.

School equipment will not be loaned if:

- the equipment is valued at more than \$1000 per unit;
- it is a vehicle or implement;
- it is electronic equipment, projectors or scientific instruments;
- it represents fixed equipment such as desks, tables, bleachers, etc., not intended for portable use.

Equipment such as chairs, tables, stages, pianos or similar equipment may be loaned upon the approval of the building principal. Organizations must assure that such equipment will be properly stored and returned in same condition as received.

Use of Micro Computers:

The building principal may authorize the borrowing of computers and assorted hardware and software for use by certified staff members for school related purposes. The staff member will be held responsible and liable for damages, theft, or misuse of the borrowed equipment.

See also Policy KF “Community Use of School Facilities”

Adopted: 9/27/93

Reviewed: 1/11/99, 12/20/99, 4/7/2008