

# POLICY

2007

5390

Non-Instructional/Business  
Operations

**SUBJECT: 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.

The following regulations shall govern the loan and use of district-owned materials and equipment:

- Staff members who require the use of such equipment to conduct school business outside the school district may borrow the equipment according to the terms outlined in this policy.
- The use of this equipment shall be in accordance with all other district policies including the Computer Internet Agreement.
- It is the responsibility of the borrower to properly care for and maintain the equipment.
- 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, disposed of 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 fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return.

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

Adopted: 6/20/07