

Adopted: May 26, 1998

Revised: July 2004; July 2010; July 2013

723 AUTHORIZED USE OF SCHOOL OWNED EQUIPMENT AND BOOKS

I. PURPOSE

The purpose of this policy is to establish the appropriate use of school owned equipment and books.

II. GENERAL STATEMENT OF POLICY

1. School-owned equipment shall not be loaned for non-school use off the school property, with the following exceptions:
2. Use of specific items of equipment may be granted on the written request of the intended user and approval by the Superintendent of Schools, and only when such equipment cannot be rented elsewhere. In such instances, the user 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.
3. School equipment may be removed from school property by students or staff only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The prior approval of the principal is required for such removal. Removal of school equipment from school property for personal use by staff or students is prohibited. School books may be used by students during vacations when permission is granted by the building principal.
4. School-owned equipment may be used in conjunction with rental of a school facility. Such rentals will be coordinated, along with the facility rental, with the office of the Director of Community Education.

Legal References:

Cross References: