

Business and Non-Instructional Operations

LENDING SCHOOL-OWNED EQUIPMENT

3514

District-owned equipment shall not be loaned for personal use.

Students and staff may remove district equipment from district property only when it is necessary to accomplish tasks directly connected with school assignments, job responsibilities, or serve educational purposes.

Administrators may restrict the removal or loan of any item or type of equipment from district property.

The appropriate administrator must approve all loans (e.g., Principal, Manager of Technology).

When district equipment is loaned, the borrower shall be responsible for any damage or loss of the equipment, regardless of fault.

Adopted 8/27/2004