

P3315 USE OF MOVABLE EQUIPMENT

BOARD POLICY:

School district property and equipment shall not be rented or loaned for use in a location other than on school property. Such property and equipment may be used on a cooperative basis with other governmental units subject to the approval of the Superintendent of Schools. District employees are prohibited from using district supplies, materials, equipment, tools, machines, and facilities for personal use except as governed by the Teachers Employment Agreement. Certain high-technology and electronic equipment for professional use may be assigned to an employee for use off of district property by the Superintendent of Schools, Assistant Superintendents, Chief Financial Officer, directors, principals, or division/department heads.

Administrative implemental procedures:

1. The appropriate supervising administrator will determine what high-technology and/or electronic equipment is necessary for each position. These items may include desktop computers, laptop computers, personal digital assistants (handhelds), wireless communication devices (cell phones and pagers), radios, video players, video cameras, scanners, digital cameras, video projectors, etc.
2. The purpose and description of designated high-technology equipment will be included in the site technology plan.
3. At district attendance centers, the building principal will be responsible for issuing, tracking, and inventorying all high-technology equipment in the building. A record of equipment will be maintained by the building principal. At non-attendance centers, the appropriate administrator or division/department head will be responsible for these duties. A copy of the complete record of equipment will be placed on file with the building principal.
4. The building principal or division/department head will use the movable equipment check out form to record information on any high-technology equipment that is used outside a district building. Equipment that leaves district premises must be registered on this form.
5. Upon resignation, transfer, or termination, the employee is responsible for the return of all district property and equipment. The appropriate supervisor is responsible for verifying that all district property and equipment has been returned.

Administrative Responsibility: Operations Division

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