

**Board of Education Policy**

**USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT**

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Except when used in connection with or when rented under provisions of Education Law Section 414, school-owned materials or equipment may be used by members of the community or by Board members, officers, District employees and/or students for school- and/or district-related purposes only. Private and/or personal use of school-owned materials and equipment is strictly prohibited.

The Board may permit school materials and equipment to be loaned to staff members when such use is directly or peripherally related to their employment and to be loaned to students when the material and equipment is to be used in connection with their studies or extra-curricular activities. Community members may be allowed to use school-owned materials and equipment only for educational purposes that relate to school operations.

The Superintendent shall develop administrative guidelines to assure the borrower's responsibility for, and return of, all such material and equipment, including:

1. The individuals who may properly authorize the use of such material and/or equipment;
2. The lack of authority of the borrower to use such material or equipment for private, non-business purposes;
3. The responsibilities of the borrower for proper use, care and maintenance; and
4. That, regardless of condition or other factors, all loaned equipment must be returned to the district. No item may be sold to be purchased by the borrower.
5. 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.
6. 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. In addition, since Board members, officers and employees may be issued district owned equipment in connection with their work responsibilities, the individual using the district owned equipment shall not have an expectation of privacy with respect to information contained on the device (e.g. computer files, images, messages).
7. The Business Official 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.

**Reference:** Education Law Section 414

**Adopted:** 02/09/2005

**Reviewed:** 11/18/2009 08/26/2015

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