

REGULATIONS FOR USE OF SCHOOL-OWNED MATERIALS

Equipment which has been assigned to schools will not be loaned, rented, or used for personal use or gain. This regulation does not apply to computer software whereby the software license permits use on home computers.

Equipment which has been assigned to schools will not be loaned, rented, or used by another private or public agency unless explicit written permission has been granted by the Superintendent or designee.

Any employee in possession of school-owned supplies, materials, or equipment shall use reasonable care in the use and maintenance of such supplies, materials, or equipment. If an employee fails to use reasonable care in such use and maintenance, the employee shall be responsible to repair and/or replace such supplies, materials, or equipment.

Equipment stolen while in an employee's possession shall be reported immediately. The employee shall be responsible for replacing such stolen equipment if the employee fails to use reasonable care to prevent the equipment from being stolen.

Any personal use of maintenance equipment requires explicit written permission of the Superintendent or designee whereby the school division is held harmless in the event of injury due to the use of the equipment.

Adopted: February 8, 2017