

### Authorized Use of School Owned Materials and Equipment

The Board of Education permits the use of district owned materials and equipment by Board members, officers and employees and students of the district when such material and equipment is needed for district-related purposes.

The Superintendent of Schools or designee, in consultation with the School Business Executive, shall establish regulations governing the loan and use of such equipment. Such regulations must address:

- The prohibition of the borrower to use such material or equipment for private, non-school business purposes;
- The responsibilities of the borrower for proper use, care and maintenance;
- That, regardless of condition or other factors, all loaned equipment must be returned to the district. No item may be sold to or purchased by the borrower unless such equipment has been returned to the district for evaluation and, if necessary, disposal in accordance with district policy and procedures.

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/actual return.

Individuals borrowing district-owned equipment may be fully liable for any damage or loss occurring to the equipment during the period of its use.