

Business and Noninstructional Operations

Equipment

School equipment may be used by staff members and/or students only for school-related tasks. District equipment may not be used for personal reasons.

The Superintendent or designee shall ensure that all employees understand that personal use of district property is prohibited and that violation may be cause for disciplinary action.

When school equipment is not being used by students or staff, school-connected organizations may be granted reasonable use of the equipment for school-related matters. Actual costs of services such as copying shall be paid by the group rather than by the district.

(cf. 1230 - School-Connected Organizations)

The consent of the principal is required if district-owned equipment is removed from the school site.

When any equipment is taken off-site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

(cf. 3440 - Inventories)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

Policy
adopted: September 1990

NORRIS SCHOOL DISTRICT
Bakersfield, California

NORRIS SCHOOL DISTRICT
EQUIPMENT CHECK-OUT SHEET

Name

Date

I hereby agree to replace or repair any of the following items if they are damaged while they are checked out to me.

Item

Serial Number

Approved by: _____
Principal

Date

Items returned _____
Date

_____ in good order
_____ needs repair

List repairs needed: _____
