

USE OF SCHOOL EQUIPMENT OFF SCHOOL PREMISES

All equipment purchased by the district is purchased with the understanding that such equipment is necessary to achieve the educational or operational goals of the district. Such equipment is held in trust by the Board of Education for the public at large.

School equipment shall not be removed from school premises except as authorized by the building principal or Superintendent, in accordance with this policy's guidelines. The building principal or Superintendent may authorize such off-premise use of school equipment only when such usage will:

1. further the educational experiences of students and/or enhance the educational productivity of the district; or
2. provide an educational or community service.

ADOPTED: October 25, 1982

REVISED: March 24, 2003
February 24, 2014

CROSS REFS.: KGA-R, Use of School Equipment off School Premises Guidelines
KGA-E, Use of School Equipment off School Premises Check-Out Form
IIBG, Use of District Computing/Networking Facilities and Other Technologies
IIBG-R, Guidelines for the Use of District Computing/Networking Facilities and Other Technologies

REVIEW DATE: February 24, 2014

USE OF SCHOOL EQUIPMENT OFF SCHOOL PREMISES GUIDELINES

STAFF USE OF SCHOOL EQUIPMENT

Staff members, upon completion of the Use of School Equipment off School Premises Check-Out Form and administrative approval may check out equipment and remove it from the building for use as outlined in this policy.

Staff members using equipment off school premises are responsible for damage or repair (other than normal wear) that is not covered by manufacturer warranty. It shall be the sole judgment of the building principal or superintendent if damages or repair costs should be assessed to the staff member.

Staff members using equipment off school premises are responsible for replacement of equipment stolen that is not covered by the School District's insurance policy(ies). In all cases, the staff member will be responsible for any insurance deductible charged the District.

Staff members who check out technology equipment shall not install or remove software on the equipment.

NON-STAFF USE OF SCHOOL EQUIPMENT

It shall be the policy of the School District of Jefferson to only check out equipment to non-profit organizations that are incorporated or sponsored by district area residents. The following guidelines shall apply:

1. The request shall be restricted to the availability of the equipment.
2. The requesting organization shall be responsible for the pick-up and return of all equipment.
3. The repair and replacement of all equipment that is damaged, destroyed, or lost will be the responsibility of the organization that checked it out.
4. A completed and approved Use of School Equipment off School Premises Check-Out Form must be on file prior to equipment leaving the school or District Office.

USE OF SCHOOL EQUIPMENT OFF SCHOOL PREMISES CHECK-OUT FORM

(Form to be completed for the TEMPORARY removal of equipment from a school building or the District Office.)

DATE: _____

Individual Making Request: (Name) _____

(Address) _____

(Telephone) _____

(E-mail Address) _____

Name of Organization (if applicable): _____

Type of Organization—Describe: _____

School Employee Responsible (if applicable): _____

Dates equipment will be out of building: _____

Room where equipment was taken from: _____

Type of Equipment: _____ Computer or Related _____ Other Describe: _____

Equipment Model: _____ SDOJ Tag #: _____

I agree the equipment was fully operational when checked out. Furthermore, any damage to the equipment, including computer software, will be my responsibility to fix or replace. I also agree that this equipment will be used solely for educational purposes. Further, I will not install personal software unless the supervising administrator and the Technology Department have approved it.

Signature of person checking out equipment Date

Signature of Building Principal or Superintendent Date

Approved Check-Out Date and Time: _____

.....

RETURNED EQUIPMENT REPORT

(After the equipment is returned, this portion of the form must be completed.)

The equipment has been returned, is not damaged, nor does it have software problems (computer equipment). If there are any problems, I have informed the supervising administrator of these and have briefly described them on the back of this form.

Signature of Person Returning Equipment Date

Signature of Supervising Administrator Date

Approved Check-In Date and Time: _____

Actual Check-In Date and Time: _____