

Business and Non-Instructional Operations

ADMINISTRATIVE REGULATIONS ON LENDING SCHOOL-OWNED EQUIPMENT

3514AR

District owned equipment for loan is defined as those resources and tools, which generally do not go home with students or teachers. Equipment that is part of the learning day, and checked out as usual through the school, such as a 1:1 laptop, do not fall under this regulation. An example for borrowed equipment is a teacher presenting at a summer conference who may want to borrow a portable LCD projector. Another example may be a teacher working on an educational related podcast who borrows a uni-directional microphone for recording over the weekend. District owned equipment may be loaned to employees as follows:

All efforts will be made to have the equipment coded and checked out through the Destiny system. The school site Principal or Headmaster must be notified via e-mail from the individual checking out the item that the equipment is being checked out and the expected return date.

In certain circumstances, equipment not cataloged in Destiny may be loaned for home use, such as during times of remote learning. An example of this would be a document camera. For those items which are not available to be checked out in Destiny, the equipment loan form should be used (example attached). This form is to be signed by the employee and the building administrator. The main office of each site shall designate who shall maintain these forms, and ensure equipment is returned.

Only equipment deemed appropriate for transporting is considered acceptable: portable projectors, microphones, cameras, and other equipment generally associated with communications, media, and presentations.

Examples of equipment that will not be loaned:

- copy machines;
- desktop computers excluding those allocated to IT or administrative staff for at-home support of district resources;
- network printers;
- 3D printers;
- servers, switches, hubs, and all other network equipment;
- smart boards; and
- other item building administrators do not want to be removed from their buildings.

It is strongly recommended that when employees borrow items of substantial value, they cover the item with appropriate insurance.

8/27/2004

6/11/2019

4/13/2020



Fairfield Public Schools

LOAN OF EQUIPMENT REQUEST FORM

3514AR

EMPLOYEE COMPLIANCE

Name _____
School/Dept. _____ Position _____
School/Dept. Phone _____ Home Phone _____
Home Address _____
Date Requested _____ Date of Return _____
Make/Model/Description _____

Purpose of Loan _____

ADMINISTRATOR SIGNATURE

Revisions/Restrictions (if any) _____

Date Approved _____
Authorized by (print name) _____
Authorized by (signature) _____

Make/Model/Serial Number _____
Accessories _____
Date Loaned _____ Date Due _____
I have read, and agree to, the *Administrative Regulations on Lending Fairfield Public School-Owned Equipment* as stated on the other side of this page.
Employee Signature _____
School Administrator or Designee _____

RETURN

Make/Model/Serial Number _____
Date Equipment Returned in Good Condition _____
Comments _____
Received by (print name) _____
Received by (signature) _____