

## **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 microphone. 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.

Note regarding use of synchronized instruction equipment: Teachers, Administrators and staff that have been provided with equipment to facilitate synchronized learning are allowed to take this equipment home for use when schools are shut down when that equipment has been tagged and checked out to that teacher in Destiny. For equipment not checked out, the loan of equipment request form must be completed and signed by a building Principal, Housemaster or Headmaster.

Teachers who are participating in remote learning from home who require equipment must submit a Kaseya ticket specifying the need. Every effort will be made to accommodate those requests.

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  
11/19/2020



# 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) \_\_\_\_\_