

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.

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

6/11/2019

8/27/2004

