

Use of School-Owned Materials and Equipment by Staff & Students

Except when used in connection with or when under provisions of Education Law Section 414, school-owned materials or equipment may be used by District employees and/or students for school related purposes only. Private and/or personal use of school-owned materials and equipment is strictly prohibited.

The Board will permit school materials and equipment to be loaned to staff members when such use is related to their employment and loaned to students when the material and equipment is to be used in connection with their studies or extracurricular activities.

District equipment may be borrowed by District employees for their off-site use in connection with their work in the District, upon approval of the administration and after having the designated form completed and approved for said equipment, providing that the use of said equipment will not interfere with the programs and services of the District. Accountability and control over the loaning of the District owned assets will be the responsibility of the building principal, department supervisor (or designee). Additionally, it should be understood that the District employees borrowing equipment relieve the District of any responsibility for injury resulting from use of said equipment and assume complete financial liability in case of damage, theft, or destruction of the equipment.

Administrative regulations will be developed to assure the borrower's responsibility for, and return of, all such materials and equipment.

The Director of Finance & Support Services shall be responsible for coordinating this function and the related tasks.

Cross-ref: 1500, Public use of School Facilities

1st Reading – March 1, 2006
2nd Reading – March 15, 2006
BOE Approved April 12, 2006

1st Reading – March 2, 2016
2nd Reading – March 16, 2016
Approved – April 6, 2016