

USE OF DISTRICT-OWNED MATERIALS AND EQUIPMENT

The Board of Education recognizes that school district equipment is purchased primarily for use in the delivery and support of the instructional program.

Use of school district materials and equipment by staff members or for community use is permitted as long as such use will not interfere with operation of the school district.

Community groups which request use of school equipment and materials must make such use available to the general public as provided by §414 (1)(c) of the State Education Law.

Use of district-owned equipment off of school premises is authorized only under the following conditions:

- Employees are not authorized to use district equipment for personal matters.
- With the knowledge and approval of the building principal or their immediate supervisor, employees may use a district-owned typewriter or computer equipment to take a civil service test or for the purposes of learning and/or system development.
- Building principals may allow parents to borrow district-owned equipment for student use as deemed necessary by the instructional program, to meet a child's individual educational needs or to reinforce skills outside of the regular school day.
- Building principals will provide proper pre-instruction to parents or students in use of such equipment.
- Any person using or borrowing district-owned equipment off of school premises must complete an authorization form, available from the building office or the business office, which is retained by the school district.

Users of school district equipment shall be fully liable for damage or loss which occurs during the period of use and shall be responsible for the safe return of such equipment. Any costs incurred in use of the equipment must be repaid to the school district to avoid "...even the appearance of an unlawful gift of use of (school) property by a private organization..." (Matter of Avola 22 Ed. Dept. Rep. 32, 34 (1982))

The Superintendent of Schools, or a designee, is authorized to establish necessary administrative procedures and forms to implement this policy.

Ref: Education Law §414(1)(c)
Matter of Avola, 22 EDR 32 (1982)

ADOPTED: May 7, 1977