

	ABERDEEN SCHOOL DISTRICT	NEPN Code: ECE
	POLICIES AND REGULATIONS	

SUPPORT SERVICES

AUTHORIZED USE OF SCHOOL DISTRICT EQUIPMENT AND FACILITIES

School equipment is provided to further the instructional purposes of the District. Alternate use of any equipment that conflicts with instructional programs is not authorized.

No employee shall be permitted to make use of any District equipment (e.g., shop tools, technology, vehicles, etc.) and facilities (e.g. buildings, shops, kitchens, etc.) for personal use.

Teachers who wish to take equipment home for the purpose of preparing educational materials for use in the classroom or for other purposes directly related to their teaching duties must secure permission in writing from the building principal. Teachers who wish to take computer equipment home must also obtain approval from the Director of Technology (see policy EDC). In each such case the teacher assumes responsibility for the equipment and must pay fully for repair of the equipment if damaged or shall replace at full value the equipment if lost.

Use of gymnasiums, weight training equipment, etc., by District employees may be allowed by the building principal. Such use must be properly scheduled at such time as to not interfere with school activities or other approved use of District facilities.

Chairs, tables, portable stages, audiovisual equipment, musical instruments, etc., may be loaned by the Superintendent or designee in support of public community events consistent with the purpose of the District.

In instances when equipment is loaned, and the Superintendent or designee deems it necessary because of risk and/or the value of the equipment involved, a rental agreement and a Certificate of Insurance may be required. Responsibility for loss or damage to any piece of furniture or equipment rests solely with the person signing the agreement and such person shall immediately report loss or damage to the Superintendent or designee.

ADOPTED: October 24, 2011
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