

	<b>ABERDEEN SCHOOL DISTRICT</b>	<b>NEPN Code: EDC</b>
	<b>POLICIES AND REGULATIONS</b>	

## **SUPPORT SERVICES**

### **COMPUTERS/TECHNOLOGY**

#### **AUTHORIZATION FOR COMPUTER EQUIPMENT CHECKOUT**

The success students experience using technology in the classroom is largely dependent upon the teachers' ability to use technology themselves. For this reason the Aberdeen School District allows members of the teaching staff to check out district for professional development purposes.

The Director of Technology is authorized, not required, to allow members of the staff to check out such equipment for use for professional development. If equipment check out is authorized, the Director of Technology will designate what equipment is available for checkout and advise his/her teaching staff as to what is available. Each employee checking out equipment shall sign the district's standard computer equipment checkout agreement. The computer equipment checkout form will be available at the district office.

No computer equipment will be removed by staff until a checkout form has been completed in full, signed by Director of Technology or their designee.

The computer checkout form will be kept on file until the equipment is returned to the technology department and a return signature is obtained.

**FORMERLY:** 3520.1

**ADOPTED:** July 27, 1995

**REVISED:** March 13, 2000

**REVISED:** January 9, 2006