

Use of School Equipment and Resources

Board Policy: CR-7
Adopted: August 14, 2006

I. General Policy Statement:

All equipment, materials and supplies, purchased leased or received as a gift are under the control of the Board. The management of these resources is intended to further the following goals:

- A. Enhancing students' opportunity to learn;
- B. Utilizing technological and other improvement in equipment, materials and supplies to increase the effectiveness and efficiency of personnel;
- C. Obtaining uniformity in the equipment, materials and supplies used throughout the system to the extent that such uniformity promotes quality and efficiency;
- D. Efficiently storing, maintaining and retrieving equipment, materials and supplies;
- E. Maximizing the useful life of equipment, materials and supplies through reuse;
- F. Using and disposing of property in an environmentally sound manner; and
- G. Providing prompt and courteous service to vendors, school district personnel and others who have a need to interact with the school system in regard to equipment, materials and supplies.

Such resources are made available for use in schools, on school district property or at school-related events.

II. Regulations:

- A. The personal use of equipment, materials and supplies by system personnel is prohibited.
- B. The educational use of equipment, including but not limited to, computers, cameras, projectors, other equipment and non-consumable materials by school personnel is allowed under the following conditions:
 - 1. The use is authorized by the principal or building level supervisor;
 - 2. The use will not interfere with use for school system purposes;
 - 3. The use will not interfere with the employee's job responsibilities or assignments; and
 - 4. The individual user agrees to the proper preservation and care of the property and will compensate the system for any loss in value.
- C. The use of equipment, materials and supplies by members of the community and non-school groups is prohibited unless the use is in conjunction with an instructional activity conducted using the guidelines found in the Production Work Handbook.

Legal References: **General Statute 115C-523, -524**