

Series 800: BUILDINGS AND SITES

802.1

802.1 AUTHORIZED USE OF SCHOOL OWNED MATERIALS AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to implement proper use of school equipment.

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II. GENERAL STATEMENT OF POLICY

- A. Only designated school equipment may be loaned to any person or group, and even this equipment must only be loaned after permission is granted by an administrator, or other designee, if any.
- B. Textbooks, library books, workbooks, technology equipment, etc. are the property of the School District and may not be given away. This is also true of athletic equipment or any other school property.

III. IMPLEMENTATION

A. Library Books and Materials

- 1. No library materials will be loaned if such use interferes with the educational needs of students or faculty.
- 2. Loans of library materials will be restricted to adults residing in the boundaries of District 318 and to their personal use or use by their immediate family.
- 3. Loans of specific materials will be made at the discretion of the building administrator and will be subject to the circulation policies of the loaning library. Failure to return materials by the date due will result in the withdrawal of loan privileges.
- 4. Borrowers will be charged by the School District for any damage or loss of loaned materials not to exceed the replacement cost.

B. Technology Equipment and Auxiliary Tools

- 1. No technology equipment or auxiliary tools will be loaned or rented if such use interferes with the educational needs of students or faculty.
- 2. No technology equipment or auxiliary tools will be loaned or rented if available on a rental basis from a private source or business in the community.
- 3. Use of technology equipment by educational institutions or non-profit organizations will be considered on an individual basis and must be approved by the Technology Director.

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4. Rental charges are set by School Board and are available upon request..
5. Any damage done to equipment will be the responsibility of the person/group borrowing or renting the equipment