

**LOANS AND USE OF DISTRICT/SCHOOL-OWNED
EQUIPMENT, MATERIALS AND/OR SUPPLIES**

8361

District/school-owned equipment, materials and/or supplies shall not be loaned for non-school or non-district use except to the limited extent provided in this policy.

1. District equipment, materials and/or supplies may not be removed from district property by staff unless these items are necessary to accomplish outside tasks arising from their job responsibilities. Prior approval of the supervisor is required for such removal. Removal of district equipment, materials and/or supplies from district property for personal use by staff is prohibited.
2. School equipment, materials and/or supplies may not be removed from school property by students or staff unless these items are necessary to accomplish tasks arising from their school or job responsibilities. Prior approval of the principal is required for such removal. Removal of school equipment, materials and/or supplies from school property for personal use by staff or students is prohibited. School instructional materials may be used by students during vacations when permission is granted by the building principal.
3. Persons placing personal long distance calls on district telephones must charge the call to their personal (non-district) calling card or make collect calls. The scan system is not to be used for personal calls. Except in cases of emergency, school cellular or district cellular telephone use shall be restricted to school business only. Use of district telephones is generally limited to district business purposes. Occasional use of district phones may be permitted where there is no practical alternative and no additional charges are incurred by the district.
4. District/school-owned equipment may be used in conjunction with rental or approved use of a district/school facility. (See Policy 4330 - Use of School Facilities.)

Adopted:

May 5, 1986

North Thurston School District
Board of Directors

Amended: March 20, 1995

Reviewed: October 20, 2009

North Thurston School District
Board of Directors