

**Tumwater School District
Board Policy**

USE OF DISTRICT OWNED EQUIPMENT AND MATERIALS

District owned equipment and materials shall be used for Tumwater School District purposes only, with the following exceptions:

1. Use of specific items of equipment or materials may be granted by the Superintendent or his/her designee only in such instances where it is deemed to be in the best interest of the school district. The user shall be fully liable for any damage or loss occurring to the equipment during the period of its use.
2. District equipment may be removed from district property by students and/or staff for temporary use when necessary to accomplish tasks arising from their school or job responsibilities. The prior written approval of the appropriate administrator is required for such removal. Removal of equipment from district property for personal use by staff or students is prohibited. Students and staff who are granted the use of district equipment or materials will be held accountable for its safe return and will make restitution to the district for loss or damage.

The district network is intended to be used primarily to carry out district related business. Personal long distance calls are not to be made on district lines and then reimbursed to the district.

District owned equipment may be used in conjunction with rental of a school facility as specified in district policy.

ADOPTED: February 23, 1995

REVISED: December 12, 2013

**Tumwater School District No. 33
Equipment Check Out Form**

Date: _____ School: _____

Name: _____ Home Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

It is the policy of Tumwater School District (Policy 6810) that district equipment may be removed from district property by students and/or staff for temporary use when necessary to accomplish tasks arising from their school or job responsibilities. Prior written approval of the appropriate administrator or his/her designee is required for such use. Staff requiring out of building use of equipment at various times of the year may secure prior approval for the entire year. Please use the same piece of equipment each time and keep a record of its location.

Students and staff who are granted the use of district equipment are responsible for it's safe return and will be expected to make restitution to the district for loss or damage. Normal malfunctions, during the period that the equipment is off district property, will be addressed on a case-by-case basis.

Name/Type of equipment: _____ Serial # _____

Name/Type of equipment: _____ Serial # _____

Name/Type of equipment: _____ Serial # _____

I understand that district equipment is not to be used for personal use and that I am responsible for any loss or damage until such time as this equipment has been returned and verified by the appropriate administrator or designee. I will provide adequate surge protection while I am using the equipment.

Signature

Date

Date checked out

Authorized Signature

Date checked in

Verifying Signature

Equipment has been hardware checked, virus scanned and is functioning properly:

Technology Designee Signature

Date