

Business and Noninstructional Operations

EQUIPMENT

School equipment may be used by staff members and or students only for school-related tasks. District equipment may not be used for personal reasons. The Superintendent or designee shall ensure that all employees understand that personal use of district property is prohibited and that violation may be cause for disciplinary action.

When school equipment is not being used by students or staff, the Superintendent or designee may grant school-connected organizations reasonable use of the equipment for school-related matters. Actual costs of services such as copying shall be paid by the group rather than by the district.

The consent of the Superintendent or designee is required if district-owned equipment is removed from district property.

Any and all programs written during/from the use of a district computer shall become district property. The Governing Board shall be informed when computer equipment is loaned.

When any equipment is taken off-site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

(cf. 1230 - School-Connected Organizations)

(cf. 1330 - Use of School Facilities)

(cf. 3440 - Inventories)

(cf. CTA Collective Bargaining Agreement)

(cf. CSEA Collective Bargaining Agreement)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

UNITED STATES CODE, TITLE 20

6321 Fiscal requirements

Policy Adopted: July 5, 1990

WESTMINSTER SCHOOL DISTRICT
Westminster, California