



Book	Policy Manual
Section	3000 BUSINESS & INSTRUCTION SUPPORT OPERATIONS
Title	Equipment
Code	BP 3512
Status	Under Review/Revision
Cross References	<a href="#">BP 1240 - Organizations Supporting Student Activities</a> <a href="#">BP 1330 - Use of School Facilities and Properties</a> <a href="#">BP 3440 - Inventories</a> <a href="#">AR 1330 - Use of School Facilities and Properties</a> <a href="#">E 1330a - Room/Building Use Application</a> <a href="#">E 1330b - Adult Community Use of School Facility</a>
Adopted	January 12, 2009
Last Reviewed	May 6, 2019

School equipment may be used by staff members and/or students only for school-related tasks. Personal use of District property is prohibited and may be cause for disciplinary action.

When school equipment is not being used by students or staff, school-connected organizations may be granted 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.

District-owned equipment can only be removed from the school site for school-related activities or approved rentals. The consent of the principal is required prior to the removal. District-owned equipment may be rented through BP and AR 1330 Use of Facilities and Properties, and E 1330 a & b Room/Building Use Application forms.

The consent of the principal is required if District-owned equipment is removed from the school site. 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.

~~No personal telephone calls will be charged to District telephones. All personal telephone calls shall be charged to the employee's home phone or credit card number.~~