

## **Use and Care of School Equipment and Facilities**

**4020**

All employees are responsible for overseeing the care, inventorying, and security of equipment, materials, and facilities associated with their job assignment. Any damaged or non-functioning items vital to job performance should be reported immediately to a school administrator so that repairs or replacements can be made. Further, if valuable items of equipment or material are not able to be reasonably protected, the situation should be reported a school administrator for appropriate action. Moreover, any incident of theft or vandalism involving school property should be reported immediately to the appropriate administrator, and that administrator should file a written report with the superintendent of schools.

No school-owned property shall be used for private entrepreneurial activity. If any school equipment is used for any personal, nonprofit activity, such as copying machines, computers, shop tools, etc., such use must have the prior approval of a school administrator. A fee shall be determined which will fully reimburse the school district for any supplies used and for the use of the equipment. A school administrator may allow staff or students to check out and use some equipment, such as a computer, if the use will enhance the skill of the individual or if the use of the equipment will benefit the school district. No equipment shall be removed from school buildings or the school campus without permission from the administrator responsible for the equipment. All equipment should be checked out and signed for by the person that will be using the equipment and shall be returned in a specified period of time. Equipment is not to be checked out if its absence will in any way interfere with the educational process of the students.

Legal Reference:

§79-526

Board Authority for Supervision and Control.