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District Policy

7520- LOAN OF SCHOOL EQUIPMENT

Section: Property
Date Created: February 2010
Date Edited: [December 2020](#)

Equipment purchased by the Board of Education is intended for support of the educational program.

The Superintendent shall oversee the maintenance of all district educational and non-educational equipment in safe working condition. No employee or pupil shall use equipment found unsafe. Appropriate teaching staff shall properly supervise equipment use during school hours. Principals and other administrators shall be responsible for equipment, supplies, and other materials in their buildings or areas of responsibility.

Specific items of equipment may be loaned or rented for community use after a written request is made to and approval granted by the Superintendent. **The user of district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use.** He/she shall be responsible for its safe return. The Board shall not be responsible for any loss, damage or injury liability or expense that may arise during or be caused in any way by such use of district equipment. **The Board may request that parents/guardians pay a fee to be used for the Board to purchase insurance for loaned devices. If the user of district-owned equipment makes a contribution toward insurance for the device, their liability for any damage or loss occurring to the equipment during the period of its use shall be reduced by that amount.**

School equipment may be removed from school property by pupils or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the Principal or School Business Administrator/Board Secretary is required for such removal.

Removal of school equipment from school property for personal use is prohibited.

Adopted: 24 February 2010