

No. 708-AR

ADMINISTRATIVE
REGULATION

TURKEYFOOT VALLEY AREA
SCHOOL DISTRICT

LENDING OF SCHOOL EQUIPMENT AND MATERIALS

The appropriate administrator shall be included in the decision before any equipment or materials are borrowed. The administrator will use the following procedures in approving requests for the use of school equipment.

1. If the request is a routine request, the administrator may approve it. Any unusual requests shall be given to the Superintendent or his/her designee for consideration and Board approval, if necessary.
2. In all cases, the administrator shall keep a written record of the dates that equipment is borrowed and returned. A signed release and form (attached) must be present.
3. Whenever possible, serial numbers shall be recorded.
4. When equipment and materials are returned, they shall be inspected for damage. If any damage is discovered, the Superintendent or his/her designee shall be informed.
5. School district employees wishing to borrow computer-related equipment must obtain the permission of the principal of the building in which the equipment is housed. The equipment must be used directly for school-related purposes (not personal use).
6. Computer hardware may not be on loan to a student or a person not employed by the school district.
7. The borrowing and subsequent return of computer software and documentation is the responsibility of professional staff members using the material. At no time should copyrighted software be on loan to students or the general public.
8. The borrowing of equipment to and from the Turkeyfoot Valley Area School District should be executed through the Operations and Maintenance Office.

Adopted: March 18, 2013