

	<b>ABERDEEN SCHOOL DISTRICT</b>	<b>NEPN Code: ECE</b>
	POLICIES AND REGULATIONS	

## **AUTHORIZED USE OF SCHOOL DISTRICT EQUIPMENT AND FACILITIES**

School equipment is provided to further the instructional purposes of the District. Alternate use of any equipment that conflicts with instructional programs is not authorized without prior approval from the building principal and Director of Operations.

No employee shall be permitted to make use of any District equipment (e.g., shop tools, technology, vehicles, etc.) and facilities (e.g. buildings, shops, kitchens, etc.) for personal use.

Employees may take, assigned portable technology equipment (laptop, iPad, or similar equipment) home for purpose of preparing educational material for use in the classroom or other duties directly related to the classroom and/or student experiences. In each such case the employee assumes responsibility for the equipment and must pay fully for repair of the equipment if damaged or shall replace at full value the equipment if lost.

Use of gymnasiums, weight training equipment, etc., by District employees may be allowed by the building principal and Director of Operations. Such use must be properly scheduled at such time as to not interfere with school activities or other approved use of District facilities.

Chairs, tables, portable stages, audiovisual equipment, musical instruments, etc., may be loaned by the building principal and Director of Operations in support of public community events consistent with the purpose of the District.

In instances when equipment is loaned, and the Director of Operations deems it necessary because of risk and/or the value of the equipment involved, a rental agreement and a Certificate of Insurance may be required. Responsibility for loss or damage to any piece of furniture or equipment rests solely with the person signing the agreement and such person shall immediately report loss or damage to the Director of Operations.

**ADOPTED:** October 24, 2011  
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**REVISED:** March 29, 2016  
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