

SOUTHERN FULTON SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: LENDING OF EQUIPMENT
AND BOOKS

ADOPTED: June 25, 2013

REVISED:

708. LENDING OF EQUIPMENT AND BOOKS	
1. Purpose SC 801 Pol. 707	<p>The Board directs that district-owned equipment shall not be loaned for nonschool use off school property. If equipment is required for use by those granted permission to use school facilities, it may be loaned in accordance with Board policy.</p>
2. Delegation of Responsibility	<p>Use of specific items of equipment, when unobtainable elsewhere, may be granted on the written request of the intended user and approval by the Superintendent and building principal.</p> <p>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 and shall be responsible for its safe return. The building principal shall notify the person making the request of the user's responsibility for the equipment.</p>
3. Guidelines	<p>When equipment authorized for lending requires the services of an operator, the user shall employ the person designated by the district and shall pay the stated cost of services.</p> <p>School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks relevant to their school or job responsibilities.</p> <p>A written request, to use the articles, listing the name of the articles, building location, and serial numbers, user and dates of use must be presented to the building principal before removing the equipment from the property. The building principal will be responsible to see the equipment is in working order when returned to the school district.</p> <p>Use of computer equipment shall be limited to only those computers identified by the district for use off school property.</p>

708. LENDING OF EQUIPMENT AND BOOKS - Pg. 2

References:

School Code – 24 P.S. Sec. 801, 804

Board Policy – 707