

# EPHRATA AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: LENDING OF EQUIPMENT  
AND BOOKS

ADOPTED:

REVISED:

708. LENDING OF EQUIPMENT AND BOOKS	
1. Purpose SC 801 Pol. 707	The Board directs that district-owned equipment normally 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.
2. Delegation of Responsibility	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.  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. Prior approval of the principal is required for such removal and use.
3. Guidelines	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.  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.  Removal of school equipment from school property for personal use by staff or students is prohibited.
SC 804	School books may be used by students during vacations when permission is granted by the building principal.  <u>Lending Of Technology Equipment</u>
SC 801 Pol. 707, 801, 815	The Board directs that district-owned technology shall be loaned for educational purposes and may be, for designated purposes, utilized both on and off school property. If the equipment is needed for use off school property, it may be loaned by the district in accordance with responsible use provisions. Any individual issued/ using district-owned technology equipment will be required to sign the appropriate

<p>Pol. 717, 801</p>	<p>Responsible Use Agreement prior to issuance/use. All data transmitted via any district issued/used technology shall be subject to the provisions/conditions of the Right-to-Know Law.</p> <p>Users shall be fully liable for damage to technology equipment if the damage is determined to have resulted from negligence on the part of the user. Negligence is defined as the failure to use reasonable care. This includes, but is not limited to, sun/water damage and theft after leaving equipment in an unsafe location. District administration will determine the liability in the event of damage.</p> <p>District employees issued cell phones or other mobile access devices shall be fully responsible for their use. Employees will be required to reimburse the district for any overage charges resulting from personal use of equipment not covered in the district plans of coverage. The district reserves the right to review the use of the district-issued cell phones and equipment at any time. Information/Data transmitted via cellular/mobile access devices shall be subject to the provisions/conditions of the Right-to-Know Law.</p> <p>All technology equipment used by an employee shall be returned to the district if the employee's absence is expected to exceed twenty (20) days. Cabinet-level administrators, in consultation with the Director of Technology, may approve exceptions for use that benefit the needs of the district.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 801, 804</p> <p>Board Policy – 707, 717, 801, 815</p>
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