

Ashland School District 5

Code: **EDC**
Adopted: 6/07/04
Readopted: 5/08/17
Orig. Code(s): EDB

Maintenance and Authorized Use of Materials and Equipment

The superintendent is authorized to develop appropriate regulations regarding the care and use of all district owned material, equipment and facilities.

District materials and equipment will be used only for school purposes by district personnel.

Employees will exercise continuous and vigilant care of all district-owned equipment. If apparent negligence is associated with the loss of, or damage to, equipment, the employee will be held responsible and the Board may order appropriate reimbursement in addition to disciplinary procedures.

Vehicles, musical instruments, computer equipment, video equipment and typewriters are high risk items for theft and damage. These items may require specific loan procedures. Such equipment, other than vehicles, will have an unremovable inventory number and all such numbers will be properly recorded.

Exceptions to this policy must be approved by the superintendent and/or Board and authorized use will be consistent with ORS Chapter 244.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.172](#)