

Gresham-Barlow SD 10

Code: **EDC**
Adopted: 7/11/94
Readopted: 5/02/02, 2/04/10
Orig. Code(s): EDC/KGF

Authorized Use of District Equipment

District equipment may be loaned/checked out to staff and students for occasional use and/or long-term use based on their assignment under the following conditions:

1. The district administrator in charge of the equipment identifies that the user is a trained operator;
2. The scheduled check-out time for the equipment does not interfere with school programs;
3. The user acknowledges responsibility to exercise prudent control over said asset; and
4. The user acknowledges that they may be responsible for repair or replacement cost, if equipment is damaged and/or loss due to negligence.

Employees may check-out equipment when such use is directly related to their assignment. Students may use the equipment in connection with their studies or extracurricular activities and when supervised under the provisions of board policy IIGBA (Electronic Communications System).

In all cases, equipment shall not be used for private financial gain. The superintendent will develop an administrative rule to support the check-out process. Usage and/or rental fees may be charged.

END OF POLICY

Legal Reference(s):

[ORS Chapter 244](#)
[ORS 332.107](#)

[OAR 584-020-0040](#)

OR.ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2008).