

Hermiston School District 8R

Code: **EDC/KGF**
Adopted: 7/10/17

Authorized Use of District Equipment and Materials

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

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 action.

The district will identify those items considered high risk for theft and damage. Such items may include vehicles, computer and video equipment and musical instruments. These items may require specific loan procedures. Such equipment, other than vehicles, will have a nonremovable inventory number and all such numbers will be properly recorded.

The superintendent is authorized to develop appropriate regulations regarding the care and use of all district-owned material and equipment, including portions of a facility such as art room, labs, shops and athletic facilities.

Exceptions to this policy for the use of materials and equipment must be approved by the superintendent and authorized use shall be consistent with ORS Chapter 244.

END OF POLICY

Legal Reference(s):

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

[OAR 584-020-0040](#)

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

Cross Reference(s):

KG - Community Use of District Facilities
KGF/EDC - Authorized Use of District Equipment and Materials