

# Lane Education Service District Policy

Code: **KGF/EDC**  
Adopted: 8/29/00  
Readopted: 2/26/02  
Orig. Code(s): EDC/KGF

## Authorized Use of ESD Equipment and Materials

It shall be the policy of the Board that Lane Education Service District equipment and properties shall not be used outside the ESD center or other ESD program sites except in accordance with this policy and the administrative rules developed to implement this policy.

The ESD property in the nature of desks, lockers, cabinets, documents, computers and computer-related equipment or records pre-assigned to staff for the convenience of staff shall be used by staff subject to the ESD's right to inspection. The ESD may at any time, with or without notice, inspect any or all of such property. Any item contained in ESD's property that is not appropriately in the staff member's possession, or is an illegal or dangerous item, or an item prohibited by ESD policy or rules, may be seized by the ESD upon prompt notification thereafter to the employee. No staff member shall have any right of privacy with respect to use of any ESD property or information stored therein.

The ESD's equipment and properties are intended for use by employees of the ESD in carrying out the responsibilities of their assignments. In certain instances (for example, equipment and properties which are included as part of Media Services), such use will extend to the loaning of such ESD equipment or properties to authorized staff members of the ESD's component school districts for their use.

When fulfillment of an employee's responsibilities can be assisted by the use of certain items of ESD equipment or property at a location away from the normal workplace, such item(s) may be checked out for such off-premises use. The employee will be expected to use prescribed check-out procedures and to be responsible for safeguarding the equipment or properties during such period of use.

ESD equipment and properties which are deemed appropriate for off-premises use by ESD staff or by authorized component district employees may be rented to other entities if a current contractual agreement exists between the ESD and the entity in question. The rental fee shall cover all costs associated with making the item available.

END OF POLICY

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Legal Reference(s):

[ORS Chapter 244](#)

[ORS 334.125 \(7\)](#)

[OAR 581-024-0240](#)

[OAR 584-020-0040](#)

*Oregon Government Standards and Practices Laws, A Guide for Public Officials*, Oregon Government Standards and Practices Commission (Dec. 1993).

Cross Reference(s):

KG - Use of ESD Facilities