

Lowell School District 71

Code: **EDC/KGF**
Adopted: 10/13/86
Readopted: 5/19/14
Orig. Code(s): EDC

Authorized Use of District Equipment and Materials

The Board believes that although district equipment is purchased by taxpayers, the equipment is primarily purchased to provide for and/or enhance students' educational programs. It is the Board's responsibility to protect and maintain this equipment. The Board is also responsible for establishing guidelines concerning equipment which may be used by the public and conditions under which it can be used. Equipment will be available only to the district's community members and district employees and authorized use shall be consistent with ORS Chapter 244.

Equipment

The use of equipment must be authorized by the superintendent or designee. Equipment authorized for use must be checked out on a form provided by the district. Any damages or misuses of the equipment requiring repair is the financial responsibility of the borrower. The district may require a deposit based on 20 percent of the equipment value. A Facilities and Equipment Request form must be submitted and approved by the superintendent or designee (see administrative regulation EDC/KGF-AR - Facility and Equipment Use Request).

Materials

Expendable materials used by an authorized person must be paid for at the minimum price required for it to be replaced by the district.

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