

North Santiam School District

Code: **EDC**
Adopted: 7/06/96
Readopted: 12/18/97

Authorized Use of District Equipment and Materials

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

Individuals using school property or equipment on their own time, and not related to teaching assignments or preparation, will be responsible for their own personal safety and will not hold the district responsible.

1. If the individual teacher is using school facilities, that teacher will also be responsible for locking the building and turning out lights.
2. Prior to any piece of equipment borrowed for individual use, the person will fill out a district equipment use form. The person is responsible for the equipment and its return at a specified time. Any damage to the equipment shall be paid for by the person filling out the form. Use of such equipment, on or off the school premises, becomes the responsibility of the person involved. At no time may maintenance equipment be checked out for personal use off the school grounds.
3. At no time will any teacher use school time or facilities for personal remunerative pursuits.
4. Anyone using school facilities shall fill out a facilities use form (KG) and obtain permission prior to use from the principal of the building.

Exceptions to this policy must be approved by the Superintendent and/or Board.

END OF POLICY

Legal Reference(s):

[ORS Chapter 244](#)

[ORS 332.107](#)

[OAR 584-020-0040](#)

OR. GOV'T STANDARDS AND PRACTICES COMM'N, OR. GOV'T STANDARDS AND PRACTICES LAWS, A GUIDE FOR PUBLIC OFFICIALS (2003).