

Springfield School District 19

Code: **KGF/EDC**
Adopted: 11/05/01, 8/14/95
Readopted: 10/22/07
Orig. Code(s): EDC, KGF

Authorized Use of District Equipment and Materials

Employees of the district are prohibited from borrowing district property or equipment such as vehicles, furniture, computers, tools or audio-visual equipment for personal use, or private gain.

Permission to use any equipment or materials for professional or association purpose must be obtained from the appropriate building principal or administrator.

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.

In all cases of public use, equipment shall not be used for private financial gain. An equipment use form must be submitted and approved, and all conditions outlined on the form must be adhered to. There are no equipment use fees. In the event of "excessive damage," a fee will be determined according to repair or replacement costs. Transportation of borrowed equipment will be the user's responsibility.

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).