

**EQUIPMENT**

School equipment may be used by staff members and/or students only for school-related tasks. District equipment may not be used for personal reasons.

The Superintendent or designee shall ensure that all employees understand that personal use of district property is prohibited and that violation may be cause for disciplinary action.

When school equipment is not being used by students or staff, school-connected organizations may be granted reasonable use of the equipment for school-related matters. Actual costs of services such as copying shall be paid by the group rather than by the district.

(cf. 1230 - School-Connected Organizations)

The written consent of the principal or program manager is required if district-owned equipment is removed from the school site.

When any equipment is taken off-site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

(cf. 3440 - Inventories)

Legal Reference:

EDUCATION CODE  
35160 Authority of governing boards

Policy

Adopted: November 4, 1989

Revised: June 19, 1995

**ELK GROVE UNIFIED SCHOOL DISTRICT**

**Elk Grove, California**