

Book	Policy Manual
Section	7000 Property
Title	Phase IV Technology Update - January 2018 Revised LENDING OF BOARD-OWNED EQUIPMENT
Number	*po7530 EAR
Status	
Adopted	August 20, 1987
Last Revised	August 9, 2007
Last Reviewed	May 14, 2018

7530 - **LENDING OF BOARD-OWNED EQUIPMENT**

[X-] No item of Board-owned equipment shall be loaned for non-~~school~~~~district~~ school use off District school property. If equipment is required for the use of those granted permission to use District facilities, it may be loaned in accordance with Board of Education policy on the use of school facilities.

~~[] The Board of Education believes that Board-owned equipment is a valuable resource that may be loaned for community use under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the District's educational program ~~of the District~~.~~

The Board may lend specific items of equipment on the written request of the user and approval granted by

(X-) the Superintendent

() the Board

~~() and only when such equipment is unobtainable elsewhere.~~

The user of Board-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return. The use of Board-owned equipment off District~~school~~ property is subject to the same rules and conditions of use that are in effect when the equipment is used on District~~school~~ property.

[X] District equipment may be removed from District property by students or staff members and/or Board members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the

() _____

(X) Superintendent

is required for such removal.

[X] Individuals authorized to use Board-owned equipment off District~~school~~ property are prohibited from ~~may not allow~~ allowing anyone else to use the equipment (e.g., spouses, children, relatives, friends, etc. may not use Board-owned equipment, which is approved~~sanctioned~~ for use by a specific person).

[X] A Board employee may use authorized Board-owned Technology Resources~~technology including:~~

~~() cellular telephones;~~

~~() personal digital assistants ("pdas");~~

~~() laptop computers; and~~

~~() other technology devices~~

for school use off of District~~school~~ property. District Technology Resources (as defined in Bylaw 0100) ~~devices owned by the Board~~ may contain personally identifiable information ("PII") about ~~District~~ students and/or staff. Federal and State laws prohibiting disclosure of such PII~~personally identifiable information~~ apply to electronic records stored on ~~technology devices~~ District Technology Resources. Board employees ~~must be advised to~~ exercise caution when ~~transferring~~ saving/uploading/storing PII on mobile/portable storage devices (e.g., external hard drives, CDs/DVDs, USB thumb/flash drives, etc.), including mandatory encryption of the device, and when accessing PII that

is stored on the District's network or contracted cloud-storage.~~personally identifiable information onto disks, flash drives, and other technology devices.~~ A Board employee who loses or misuses student or staff PII~~personally identifiable information~~ will be subject to disciplinary action.~~as determined by the Board.~~

[X] Personal use of Board-owned equipment or facilities by staff or students will be in accordance with the Superintendent's administrative guidelines.

[X] Removal of Board-owned equipment from District property for personal use is prohibited by staff or students.

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Last Modified by Beth Rutledge on May 14, 2018