

## **Business and Non-Instructional Operations**

### **Equipment**

#### **Authorized Use of School Equipment**

The Board of Education shall permit the use of District equipment by school personnel and community groups when such use does not interfere with the District educational programs. "District equipment" is defined as any movable hardware that is not normally identified as a part of a room or building.

User fees, if applicable, shall be paid in advance to cover actual costs, depreciation and insurance. Users shall be responsible for reimbursing the District for lost or damaged equipment.

The Board reserves the right to deny use of equipment for non-school use.

Principals, administrators and coordinators shall be authorized to release equipment assigned to their building or department in accordance with this policy and established administrative rules.

#### **Personal Use of School Equipment by Employees**

School equipment shall not be used by any employee for his/her personal use at any time. No equipment may be removed from school premises for personal use of the employee.

The Superintendent or designee shall work with each principal to develop specific procedures for the use of school equipment by employees working in the regular or extracurricular program during times when school is not normally in session.

Similar procedures shall be developed for maintenance and custodial employees performing duties outside regular working hours.

Policy adopted: March 9, 2017

STONINGTON PUBLIC SCHOOLS  
Stonington, Connecticut