

## **AUTHORIZED USE OF DISTRICT-OWNED MATERIALS AND EQUIPMENT**

The Board of Education permits the use of District-owned materials and equipment by Board members, officers, and employees of the District when such materials and equipment are needed for District-related purposes.

The Superintendent of Schools or his/her designee shall establish regulations governing the loan and use of such materials and equipment. Such regulations must address:

- the individuals who may properly authorize the use of such materials and equipment;
- the lack of authority of the borrower to use such materials and equipment for private, non-business purposes;
- the responsibilities of the borrower for proper use, care and maintenance;
- that the borrower should have no expectation of privacy with regard to their use of such materials and equipment
- that regardless of condition or other factors, all loaned materials and equipment must be returned to the District. No item may be sold to or purchased by the borrower unless such materials and equipment have been returned to the district for evaluation and, if necessary, disposed of in accordance with District policy and procedures.

The loan of materials and equipment shall be approved by the building administrator or his/her designee or appropriate program supervisor. All such loans shall be logged.

All materials and equipment shall be inventoried by the Business Office and a list shall be maintained of the date such materials and equipment was loaned, to whom it was issued, and the date of expected and actual return. The Business Office shall maintain records of all materials and equipment that are loaned for long-term use and shall review such list annually. At the organizational meeting each year, the Assistant Superintendent for Business will provide the Board of Education with a list of Board members, officers, and employees who have been loaned District-owned materials and equipment for long-term use.

Individuals borrowing District-owned materials and equipment may be fully liable for any damage, loss or theft during the period of their use, and shall be responsible for their safe return, as applicable.

*Great Neck Public Schools*

*Adopted: 05/09/11*

*Amended: 3/10/14*