

POLICY

MONTGOMERY TOWNSHIP BOARD OF EDUCATION

PROPERTY
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LOAN OF SCHOOL EQUIPMENT

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The Board of Education believes that district owned equipment is a valuable resource. In addition to the typical in-district use of technology, district equipment may be loaned for community use under certain conditions and when such use does not interfere with the educational program of the school.

The Board may lend specific items of equipment on the written request of the user when approval has been granted by the Superintendent or designee or the individual's immediate supervisor and when such equipment is unobtainable elsewhere.

School equipment may be removed from school property by pupils or staff members only when such equipment is necessary to accomplish a task arising from their school or job responsibilities. The consent of the Superintendent or designee or the individual's immediate supervisor is required for such removal. The removal of school equipment from school property by pupils or employees for personal use is prohibited.

The user of school owned equipment shall be responsible for its safe return. Any damage or loss occurring to the equipment during the period of its use, when the loss or damage is deemed negligent, shall be the responsibility of the user.

When equipment authorized for loan requires the services of a qualified operator, the user shall employ the services of a person designated by this district and shall pay such costs as may have been set for such services.

Adopted: 26 July 1999

Revised:

