

EQUIPMENT

Employees and/or students shall use district equipment only for school-related tasks. The Superintendent or designee shall ensure that all employees understand that personal use of district equipment is prohibited and that a violation may be cause for disciplinary action.

The district shall provide comparable basic equipment and supplies for all classes. When equipment cannot be supplied to every class, the Superintendent or designee shall ensure that it will be shared within and among the schools.

When school equipment is not being used by students or employees, school-connected organizations may be granted reasonable use of the equipment for school-related matters.

Transfer of Equipment to a New Site

Employees transferred to another school shall take with them only those personal items that have been purchased with their own funds. Items paid for by the district, school-connected organizations or grants shall remain at the initial location unless the principals of both schools make special arrangements that serve the best interests of the district-wide instructional program.

Equipment and materials unique to a special program being moved to another site may be moved to the new location upon the approval of both principals.

Equipment Acquired by Federal Funds

Equipment purchased for use in a federal program shall be used in that program as long as needed, whether or not the program continues to be supported by federal funds. When no longer needed for the original program, the equipment may be used in other activities currently or previously supported by a federal agency.

All equipment purchased with Consolidated Application funds shall be labeled with the name of the project, identification number and name of the district.

Loan of Technology Equipment

The Monrovia Unified School District Technology plan seeks to ensure that all staff have equitable access to essential technology. The District goal is to have a pool of technology equipment to loan to employees under the following conditions:

1. The use of the equipment must be work or school related.
2. Each employee will be responsible for repair or replacement of equipment that is lost/stolen or damaged due to negligence and/or abuse.
3. The District strongly encourages each employee to obtain homeowners or renters insurance to cover the equipment on loan.
4. The equipment may not be removed from the classroom or office if needed during the regular school day.
5. The employee must be under contract or permanently employed to qualify for equipment loan.
6. The schools must have a process for checking out equipment and monitoring the return of equipment that has been approved by the Business Office.

Prior to checking out equipment all employees must complete form AR3512-a.

Adopted: October 24, 2007

(Replaces: BP 3282 Loan of Technology Equipment)

(Adopted: July 24, 1996)

(Replaces: AR 3282 Loan of Technology Equipment)

(Revised: March 11, 1998)

(Adopted: July 24, 1996)