

INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating our students to reach their full potential

Series Number 708.4AR Adopted July 1997 Revised April 2017

Title Use of District Equipment by Employees, Students and Volunteers

1. **Definition**

1.1 District equipment is considered to be non-expendable property owned by the district which is not consumed in use, has an extended useful life and is of material value. For the purposes of this regulation, equipment includes, but is not limited to, computer hardware and software, and audio-visual equipment.

1.2 District equipment does not include expendable property and supplies which are “used up” through use.

2. **Authorized Use**

2.1 District equipment may be loaned for off-site use to employees for work in connection with their employment, to students for work in connection with their curricular or cocurricular activities, and to volunteers in their support of students’ curricular and cocurricular activities (see section 3 below).

2.2 District equipment loaned to employees, students or volunteers may not be used for personal profit, to loan to or be used by other persons, or for illegal activities.

2.3 District-owned vehicles may only be driven by properly licensed employees and may not be loaned or used for any non-work-related purpose. Employees transporting students must also comply with Administrative Regulation 707.12AR, Transportation of Students by Employees in a Type III (Car or Van) Vehicle.

2.4 Reasonable, on-site personal use of district equipment by employees is permitted. Such use should generally be limited to break time or other non-duty time and must not be excessive or interfere with school district use of the equipment. Misuse or abuse of this privilege may result in revocation of the privilege. Supervisors may designate some equipment as not available for personal use by employees. All personal use of district equipment shall be at the employee’s own risk and the school district shall not be liable for injuries incurred during that use.

3. **Request to Borrow Equipment** - The school principal, district-level department head or designee shall determine whether a particular employee, student or volunteer may borrow equipment in accordance with section 2.1 above, which equipment may be loaned and the length of the loan.

3.1 If there is more than one request for a piece of equipment for the same time period, the principal, district-level department head or designee shall determine whether to permit the loan and to whom.

3.2 The principal, district-level department head or designee shall deny permission to loan equipment to any employee, student or volunteer who does not agree to abide by these guidelines or has not abided by these guidelines in the past.

- 3.3 No equipment loan shall be approved which might interfere with activities and programs at the school or in the department.
- 3.4 Equipment exceeding \$500 in value may not be loaned to students unless properly approved using District Procedure 708.4P (Request to Borrow Equipment with Value Exceeding \$500). This requirement does not apply to district-owned devices (e.g., tablets and computers) supplied to students subject to a separate user agreement.
4. **Record-keeping** - Each school principal, district-level department head or designee shall maintain a record of equipment loaned to employees, students and volunteers in accordance with section 2.1 above.
5. **Liability** - The employee, student, or volunteer is responsible for returning the equipment on time and undamaged.