

LOANING OF TECHNOLOGY CENTER EQUIPMENT

District owned equipment is used to support the mission of the school. At times, it may be appropriate to loan equipment to other public or non-profit organizations that have a similar mission as Canadian Valley Technology Center. It may also be necessary to allow employees and/or students to use district equipment for off-campus instructional activities. The loaning of equipment should not cause hardship to the district or interrupt the educational experience for the students. Under no circumstances should the loaning or use of the equipment violate local, state or federal statutes or guidelines. The use of district facilities and/or equipment for personal gain is strictly prohibited.

Procedure

The Superintendent or designee must approve the loaning or use of any district owned equipment to other public or non-profit organizations. Individuals will be required to provide evidence of competency in the safe and proper use of the equipment. A person authorized to represent the organization must sign an agreement to be responsible for damaged or lost equipment including the cost to repair and/or replace at the district's discretion. This agreement will include an inventory of the equipment with a description, model/serial numbers, CVTECH inventory tag number, and value. The agreement will also include a release of liability.

Employees needing to utilize district equipment for off-campus instructional activities (other than laptops and iPads/tablets assigned specifically to them) will be required to obtain approval from their supervisor or campus director. The employee will be required to provide evidence of competency in the safe and proper use of the equipment. Employees will also be required to sign an agreement that includes an inventory of the equipment with a description, model/serial numbers, CVTECH inventory tag number, and value. Employees approved to borrow equipment are responsible for damaged or lost equipment including the cost to repair and/or replace at the district's discretion.

Students needing to utilize district equipment for unsupervised off-campus instructional activities must obtain approval from their instructor. Students will be required to provide evidence of competency in the safe and proper use of the equipment. Students must sign an agreement to be responsible for damaged or lost equipment including the cost to repair and/or replace at the district's discretion. The agreement will include an inventory of the equipment with a description, mode/serial numbers, CVTECH inventory tag number, and value. The agreement will also include a release of liability. Parents or guardians of secondary students will be required to sign the agreement.