

MAINTENANCE AND CONTROL OF TECHNOLOGY EQUIPMENT

Use of School-Owned Equipment

Policy EDE, Technology Communication Services, applies to all technology and communication equipment/services owned by the Fairfield City School District for the specific use of students and teachers in their work. All equipment owned by the Fairfield City School District is purchased in accordance with the provisions of the law for the specific use of students and teachers in their work.

Property of the Board will not be taken from any school building or outside the premise for private use or loaned to any employee or organization without prior knowledge and written consent of the building principal, designated equipment administrator, such as technology coordinator, and/or approval of the superintendent/designee.

The Board believes that District-owned equipment is a valuable resource, which may be issued to individuals for professional use off the district site, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the educational program of the schools. This equipment includes, but is not limited to laptop computers, cameras, projectors and calculators.

The Board may lend specific items of equipment on the written request of staff user and approval granted by the Superintendent/designee.

Schools and staff members shall be held responsible for items that have been issued for their use. The user of District-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return. Personnel shall be responsible for all school equipment assigned them in performance of their employment. An annual inventory of these properties will be submitted to their supervisor. Personnel will report any loss, damage or destruction of said property.

(Approval Date: February 19, 2004)