

~~REVISED POLICY – PHASE IV TECHNOLOGY UPDATE – FEBRUARY 2018~~

LENDING OF DISTRICTBOARD-OWNED EQUIPMENT

~~[] No item of Board owned equipment shall be loaned for non school use off District school property. If equipment is required for the use of those granted permission to use District facilities, it may be loaned in accordance with Board of Education policy on the use of school facilities.~~

[] The Board of Education believes that DistrictBoard-owned equipment is a valuable resource ~~which~~ that may be loaned for community use under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the District's educational program ~~of the District~~.

The Board may lend specific items of equipment on the written request of the user and approval granted by

(+) the Superintendent.

(+) ~~the Board.~~

(+) ~~and only when such equipment is unobtainable elsewhere.~~

The user of DistrictBoard-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. The use of Board-owned equipment off District property is subject to the same rules and conditions of use that are in effect when the equipment is used on District property.

[] District equipment may be removed from District property by students or staff members and/or Board members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the

(+) Technology Director for electronic devices_____

(+) or Superintendent

is required for such removal.

- ~~[[~~ Individuals authorized to use Board-owned equipment off District property are prohibited from allowing anyone else to use the equipment (e.g., spouses, children, relatives, friends, etc.) may not use Board-owned equipment, which is approved for use by a specific person.
- ~~[[~~ A Board employee may use authorized Board-owned Technology Resources for school use off of District property. District Technology Resources (as defined in Bylaw 0100) may contain personally identifiable information ("PII") about students and/or staff. Federal and State laws prohibiting disclosure of such PII apply to electronic records stored on District Technology Resources. Board employees must exercise caution when saving/uploading/storing PII on mobile/portable storage devices (e.g., external hard drives, CDs/DVDs, USB thumb/flash drives, etc.), including mandatory encryption of the device, and when accessing PII that is stored on the District's network or contracted cloud-storage. A Board employee who loses or misuses student or staff PII will be subject to disciplinary action.
- ~~[[~~ Personal use of ~~District~~ Board-owned equipment or facilities by staff or students will be in accordance with the Superintendent's administrative guidelines.
- ~~[[~~ Removal of ~~District~~ Board-owned equipment from District property for by staff or students from school property for personal use ~~is prohibited~~ by staff or students is prohibited.

Revised 11/12/18