

## AUTHORIZED USE OF SCHOOL EQUIPMENT

### Introduction

School districts purchase a wide variety of equipment to be used by students and staff in school educational programs and activities and in school district operations. Although such equipment is purchased for school purposes, there are times when it is not being used.

School boards are responsible for the possession, care and control of school district property including school equipment. Wisconsin State Statute 120.13(17) allows school boards to grant the temporary use of school equipment to any responsible person for any lawful non-school purpose provided such use does not interfere with use for school purposes or school-related functions.

This policy determines the conditions and rules for the use of school equipment. Persons granted use of school equipment shall be primarily liable for any damage to the equipment and for any expense incurred as a result of its use. For the purposes of this policy school equipment shall be defined as any movable hardware that is not normally identified as a part of a room or building, including but not limited to chairs, risers, portable stages, audio-visual equipment, tools, physical education equipment, and technology along with related peripheral devices.

An annual notice will be published concerning the use of school equipment and materials by students and staff. The notice will state that use of district equipment and materials is controlled by board policy and is subject to federal and state laws protecting equipment and materials which are patented, copyrighted, controlled by licensing agreements or agreements otherwise regulating the use of such equipment or materials.

The board recognizes that school-sponsored clubs, athletic programs, and organizations may purchase equipment through their fund-raising efforts. In all cases the school district retains possession and control of this equipment

as well as any responsibility for its repair. School-sponsored organizations must follow all equipment check-out procedures listed below.

### General Procedures for Using School Equipment

Anyone interested in using school equipment must first demonstrate knowledge of proper use and care of such equipment. Equipment can be checked out for a maximum of two school days. A daily equipment use fee may be charged as listed on the attached fee schedule.

An Equipment Use Agreement form must be completed prior to check-out and upon the return of school equipment. Users are responsible for replacing or repairing, at the district's discretion, any lost or damaged equipment. The School Board reserves the right to deny use of any school equipment for any reason. In addition the following guidelines shall apply:

#### School District Employees

- a. Intra-Building/Out-of-Building School Use--Employees may use school equipment when such use is directly or peripherally related to their employment. Authorization shall be granted by the principal or his/her designee and by the staff member directly responsible for the equipment.
- b. In-Building Personal Use--Will not be permitted.
- c. Out-of-Building Personal Use--Will not be permitted.

#### Students

- a. Intra-Building/Out-of-Building School Use--School equipment may be loaned to students when the equipment is to be used in connection with their studies or extracurricular activities. Authorization shall be granted by the library media specialist and the teacher responsible for the assignment requiring the equipment request.
- b. In-Building Personal Use--Will not be permitted.
- c. Out-of-Building Personal Use--Will not be permitted.

Non-profit Groups Located Within the School District Boundaries

- a. In-Building Use--Non-profit groups may use school equipment within a district building when such use is authorized in advance on a School Building Use Contract approved by the district administrator.
- b. Out-of-Building Use--Will not be permitted.

Commercial, Political or Partisan Organizations and Individuals or Families

- a. In-building Use--Commercial, political, religious, or partisan groups, and individuals and families may use equipment when such use is requested in advance on a School Building Use Contract approved by the district administrator.
- b. Out-of-Building Use--Will not be permitted.

**Additional Guidelines for Special Types of Equipment**

In addition to the above guidelines, the following guidelines also apply to the use of special types of equipment:

Technology Equipment Use

The definition of technology equipment for the purposes of this policy includes, but is not limited, to any school computer hardware, software, hand-held devices, cabling and connecting equipment, and any peripheral devices such as CD burners, printers, digital cameras, and digital camcorders. Anyone using school technology equipment must have on file a signed copy of the district's Technology Acceptable Use Policy and must strictly adhere to section 943.70 of the state statutes concerning computer crimes. Technology equipment approved for checkout purposes will be located in the high school library media center and the district library media specialist will authorize its use. The use of any other school technology equipment must be approved by the district technology director.

- a. School District Employees--In order to encourage further integration of technology into all areas of the curriculum, teachers and staff are allowed to use technology equipment after school hours and during days when school is not in session. Employees who

wish to use school-owned technology equipment, approved for checkout purposes and located in the high school library media center, away from the building must have permission from the library media specialist and their building principal. Teachers may use away from school buildings other technology equipment if they have permission from the technology director and the administrator in charge of the building or office prior to taking the equipment.

- b. Students--Technology equipment approved for checkout purposes will be located in the high school library media center. Students, who wish to use technology equipment for a school purpose away from the school building, must have permission from the library media specialist and their teacher responsible for the assignment requiring the equipment request. Students will be authorized to use technology equipment in school buildings only while under the direct supervision of school staff.
- c. Non-profit Groups Located Within the School District Boundaries--Non-profit groups will be authorized to use technology equipment only in school buildings while under the direct supervision of school staff.
- d. Commercial, Political or Partisan Organizations and Individuals or Families--These groups may use technology equipment when such use is requested in advance on a School Building Use Contract and jointly approved by the district administrator and technology coordinator.

#### Audio-Visual Equipment Use

Audio-visual equipment will include, but is not limited to slide projectors, overhead projectors, analog devices such as VHS camcorders and VCR's, cameras, tape recorders, record players, and boom boxes. The building administrator in which the equipment is used may authorize use of audio-visual equipment to school employees, students, and non-profit groups located within the school district boundaries. Students must complete an Equipment Use Agreement signed by their classroom teacher requesting the equipment. Commercial, political or partisan organizations and individuals or families may use district owned audio-visual equipment when such use is requested in

advance on a School Building Use Contract approved by the district administrator.

#### Office Equipment Use

Furniture--School furniture such as folding chairs, tables, risers, podiums, or cafeteria tables will not be approved for out-of-building use. Groups who are approved to use school facilities as defined in Policy KG will be allowed to use chairs, tables, risers and other school furniture if approved on the Facility Use Contract.

Copier Use--School copier equipment can be used for non-school purposes. Copiers must be operated by school personnel using paper specifically purchased for the copier. The user will be charged \$.05 per copy for all copies made.

Fax Use--District owned fax machines may be used for non-school purposes with the approval of the building administrator. Fax machines must be operated by school personnel. The user will be charge \$1.00 for any fax up to four pages with an additional charge of \$0.25 per page for faxes of more than four pages.

#### Vocational Equipment Use

The building administrator in consultation with the vocational teacher(s) may allow the use of school vocational equipment for either school or non-school use by school employees, students, and non-profit groups located within the school district boundaries. Vocational equipment must be used in school buildings in its regular location.

#### School Bus Use

The district may allow the use of school buses, according to section 120.13(27) of the state statutes, to transport persons who are not students of the district. School buses may be used by persons who are not students during school hours if such use does not interfere with the transportation of district students. A fee equal to the actual cost of transportation, including but not limited to costs for depreciation, maintenance, insurance, fuel

and compensation of vehicle operators will be charged. In addition to use fees, no school bus may be used to provide transportation to persons who are not students unless the vehicle is insured by a policy providing property damage coverage and bodily injury liability coverage for such transportation in the amounts specified in section 121.53(1) of the statutes.

Legal Reference:	Wis. Stats.	120.13(17)
		120.13(27)
		121.53(1)
		943.70

Policy Adopted:	April 6, 1992
Policy Revised:	June 1, 1992
	December 16, 2002

Legal References: Wisconsin Statutes 120.12(1)  
120.12(6)  
Wisconsin Adm. Code PI 8.01(2)(i)  
Government Accounting Standards  
Board (GASB) #34  
Wisconsin Uniform Financial  
Accounting Requirements (WUFAR)

Cross References: Policy JFCB-Regarding Damage to  
School Property by Students  
Policy JFGA-Locker Searches  
Policy KG-Community Use of School  
Facilities  
Policy EDC-Authorized Use of  
School Equipment  
Policy EEBA-School-Owned Vehicles

Approved: March 1, 2004

Revised:

## Equipment Fee Schedules

	Schedule <u>A</u>	Schedule <u>B</u>	Schedule <u>C</u>
<u>Technology Equipment</u>			
Microphones	N/C	\$7.50	\$15.00
Wireless Lav Mic	N/C	\$25.00	\$50.00
Data Projector	N/C	\$50.00	\$100.00
 <u>AV Equipment</u>			
Cassette Player	N/C	\$7.50	\$15.00
Slide Projector	N/C	\$10.00	\$20.00
Overhead Projector	N/C	\$10.00	\$20.00
Screen	N/C	\$7.50	\$15.00
Flipchart Easel	N/C	\$5.00	\$10.00
TV/VCR Cart	N/C	\$20.00	\$40.00
VHS Camcorder	N/C	\$37.50	\$75.00
 <u>Vocational Equipment</u>			
Hand-Held Tools	N/C	N/C	N/C
Power Hand-Held Tools	\$5.00	\$5.00	\$10.00
Power Tools	\$10.00	\$10.00	\$20.00
 <u>School Buses</u>			
Cost Per Mile	\$1.50	\$1.50	\$1.50

Note: Schedule A applies to school district employee and to student equipment use.

Schedule B applies to Non-profit Groups Located Within the School District Boundaries.

Schedule C applies to commercial, political or partisan organizations and individuals or families.



School District of Bonduel  
PO Box 310  
Bonduel, WI 54107  
715-758-4860

## EQUIPMENT USE AGREEMENT/CHECKOUT FORM

### Employee/Community Permission Form

1. Non-computer equipment that is the property of a specific school building will be checked out through the Building Principal; maintenance and district equipment through the Maintenance Director; and all technology and related equipment through the District Technology Director.
2. When an employee is required to check out equipment as part of his/her job responsibilities, any damage to or loss of equipment will be covered by the district.
3. Any other group or individual checking out equipment will be responsible for its care and security and the repair and/or replacement of damaged or lost equipment. Those checking out equipment with a value greater than \$500.00 must provide proof of insurance.

Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_

User Name \_\_\_\_\_ Phone \_\_\_\_\_

User Address \_\_\_\_\_

Date Borrowed: \_\_\_\_\_ Date to be Returned: \_\_\_\_\_

<u>Equipment Description</u>	<u>Asset Tag #</u>	<u>Serial Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**I understand that the following conditions will apply:**

1. The equipment will be returned to the building no later than 8:00 AM on the date indicated above.
2. I or the group I am representing will exercise reasonable care in transporting and using the equipment.
3. I or the group I am representing will be liable for the cost of repair and/or replacement of equipment damaged or not returned.
4. I or the group I am representing will have adequate insurance to repair and/or replace the equipment listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval: \_\_\_\_\_

LMC Specialist

Director of Technology

Building Administrator

Staff member responsible for equipment

The items have been returned and inspected for damages. Damages are noted below:

Signature of Inspector \_\_\_\_\_

Date \_\_\_\_\_

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## EQUIPMENT USE AGREEMENT/CHECKOUT FORM Student Permission Form

This permission form is designed for students who wish to check out school owned equipment in order to fulfill class requirements. The student needs to complete this form and secure approval from the classroom teacher before taking the equipment off campus.

User Name \_\_\_\_\_ Phone \_\_\_\_\_

User Address \_\_\_\_\_

Loan Period (2 day limit) \_\_\_\_\_ Date \_\_\_\_\_

<u>Equipment Description</u>	<u>Asset Tag #</u>	<u>Serial Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Class that this activity/project is for: \_\_\_\_\_

Describe the class activity/project for which the equipment will be used:

\_\_\_\_\_  
\_\_\_\_\_

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**By signing, I authorize that the equipment that is being checkout of the HS/MS LMC is necessary for the completion of the class project or activity that is listed above. I further authorize that the student is competent in the use of the equipment listed above.**

\_\_\_\_\_  
Teacher of the class (Please print)                      Teacher's Signature

I understand that the following conditions will apply:

1. The equipment will be returned to the person from whom it was checked out by the date indicated below.
2. I will exercise reasonable care in transporting and using the equipment.
3. My parent/guardian and I are liable for the full cost of repair and/or replacement of equipment damaged or not returned.

\_\_\_\_\_  
Student Name (Please print)                      Student's Signature                      Return Date: \_\_\_\_\_

Approval: \_\_\_\_\_  
                    LMC Specialist                      Date

The items have been returned and inspected for damages. Damages are noted below:

\_\_\_\_\_  
Signature of Inspector                      Date