

## **Business/Non-Instructional Operations**

### **Equipment**

#### **Authorized Use of School-Owned Materials**

Any property and equipment belonging to the school department and under the authority of the Board of Education is to remain within the boundaries of the school district unless prior written authorization from the building Principal or the Superintendent of Schools is obtained.

School equipment may not be used for other than school purposes. The Board of Education shall permit school equipment to be loaned to staff members when such use is directly or peripherally related to their employment and to students when the equipment is to be used in direct connection with their studies. Proper controls shall be established to assure the lender's responsibility for, and return of, all such equipment.