

PLAINFIELD PUBLIC SCHOOLS

AUTHORIZED USE OF SCHOOL OWNED EQUIPMENT

Although school equipment is sometimes purchased for a specific department or age level or individual, such equipment is not to be viewed as exclusively that of a department, level or individual, but can be used by others to meet the need of the school system as determined by the administration and the Board of Education. No employee is to take school equipment from the school grounds except upon the approval of the principal or Superintendent. School equipment is not intended to be used for personal home related projects. However, the use of school equipment on the premises for organizations who rent our facilities will be given consideration by the administration.

Equipment may be checked out for school related use by staff members according to the following rules:

1. All equipment and software must be checked out with the principal. The principal is to maintain a written check-out and check-in record for each item. Equipment is to be checked out by asset number and/or serial number. Software is to be checked out by name.
2. The principal has the option of denying requests of staff members.

Adopted: 11/9/87

Revised: 2/12/03