

**Appendix E:**

**Authorized Use  
Policy**

**Clinton Central School Technology Plan**

**2010 – 2013**

# POLICY

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FISCAL MANAGEMENT

CCS

#4070

## AUTHORIZED USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT

The Board of Education permits the loan of district-owned materials and equipment (e.g., laptop computers, cell phones, personal digital assistants, audio-visual equipment, etc.) to employees of the district when such material and equipment is needed for district-related purposes.

The Superintendent of Schools, in consultation with the Business Administrator, shall establish procedures governing the loans of such equipment. Such procedures must address:

- The individuals who may properly authorize the use of such material or equipment;
- The inability of the borrower to use such material or equipment for private, non-business purposes;
- The responsibilities of the borrower for proper use, care and maintenance;
- The return of all loaned equipment to the district regardless of conditions or other factors. No item may be sold or purchased by the borrower unless such equipment has been returned to the district for evaluation and, if necessary, disposal in accordance with the district policy and procedures.

All equipment shall be inventoried and a list shall be maintained of the date such equipment was loaned, to whom it was loaned, and the date of expected and actual return.

Employees borrowing district-owned equipment shall be fully liable for any damage or loss incurred to the equipment during the period of its use.

The Business Office shall maintain records of all equipment that is loaned for long term use (e.g. school year, etc.) and shall review such list yearly.

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Clinton Central School District

Adopted: 04/11/2006