

**AUTHORIZED USE OF SCHOOL OWNED MATERIALS**

No school equipment may be used for other than school, school-related, civic, or educational purposes.

The Board 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 connection with their studies or extracurricular activities. Proper controls shall be established to assure the lender's responsibility for, and return of, all such equipment.

**DATE:**

**Adopted:**  
**Reviewed:**  
**Revised:** May 3, 2005  
**Cancellation:**