

USE OF SCHOOL EQUIPMENT AND/OR FURNITURE
OUTSIDE OF BUILDING BY STAFF - STUDENTS - COMMUNITY

All property of the West Salem School District shall be used for the purpose for which it was purchased in the District.

Educational Equipment and Furniture

School employees may take materials and equipment home for educational purposes subject to the following conditions:

1. Permission must be obtained from the person responsible for maintaining its inventory and the building principal.
2. Staff members should demonstrate that he/she has proper knowledge of how to use the equipment.
3. Such materials and equipment are kept out of the school for only that period of time that has been approved by the building principal.
4. Any loss or damage happening during the time outside of school is the employee's personal responsibility to repair or replace to the satisfaction of the building principal.
5. Equipment and/or furniture may be loaned to service organizations that contribute to the welfare and benefit of the residents of the school district and its children by providing a service such as education or recreational opportunities.

The designated leaders of the organization shall be responsible for obtaining the equipment, its use, the proper care and its return to the building from which it was obtained.

Students will not be permitted to use school equipment off premises unless (1) it is used for school-related purposes associated with curriculum or a club, (2) the use is supervised, (3) the student demonstrates proper knowledge of how to use the equipment.

Office Equipment - Fax / Copy Machines

Staff, students and community for nonschool use may use district copy and fax machines when not in use for school purposes. Fees for the use of the machines are established annually.

Audio Visual Equipment

District staff members are permitted to use audio-visual equipment outside of the school building purposes, which directly relate to their employment in the district. Use of such equipment for personal reasons is prohibited. Approval of the building principal must be obtained prior to staff use of audio-visual equipment. The staff member must assume responsibility for such use.

Students and district residents of West Salem may be granted use of audio-visual equipment in special instances where an educational need is demonstrated.

No equipment may leave the school premises without written permission from the building principal / media coordinator.

Computers and Related Hardware / Software

The School District of West Salem encourages staff members to learn to use computer hardware and software, therefore has adopted a policy that authorizes staff members to check out such equipment in accordance with established guidelines. A staff member may arrange to check out a computer and printer over an extended calendar break periods (summer - winter - spring breaks). Only stand-alone and laptop computers may be checked out.

Community groups or adults may use computers and related equipment when not needed by the school and when arrangements are made in advance on school premises.

Students and student groups may use computers and related equipment on premises when authorized and supervised by a professional staff member.

Approved: March 25, 1999