

NON-INSTRUCTIONAL OPERATIONS

Use of School Owned Equipment and Books (Staff & Students)

Kennewick School District-owned property and equipment shall not be loaned for use off school property with the following exceptions:

1. Use of computers and video equipment may be granted for school use on the written request of a staff member and approval by the Superintendent or designee, only when such equipment is unobtainable elsewhere. In such instances, the user shall be fully liable for any damage or loss occurring to the equipment during the period of use and shall be responsible for its safe return. The user will cover the borrowed equipment on his/her homeowners insurance policy. The district will make available computers which will be located at the administration building for use on premises during the vacation or summer periods. Removal of school equipment from school property for personal use by staff or students is prohibited.
2. School books may be removed from schools on loan to staff or students during vacations when permission is granted by the building principal.

Adopted: September 9, 1992