

Property Policy #704 Care of School Property

Purpose:

Caring for school equipment is vital to the operation of the SusQ-Cyber Charter School. Each staff member uses computer equipment that exceeds thousands of dollars in value. Printers, copiers, communication equipment quickly add to the cost per employee.

Guidelines:

- Staff is responsible for the proper care of all school property, books, computers, supplies, equipment, etc. provided for their use.
- Staff who disfigure property, or do other damage to school property, will be required to pay for the damage done or replace the item.
- Computers and books are provided to staff for their use in the educational program.
- Computers and books are to be returned at the completion of the school term or when the staff member leaves employment.
- Failure to return computers in good condition could subject the staff member to legal consequences.
- Staff will be billed for damages that are seen as deliberate or careless.
- Staff must return building keys and room keys if they do not work over the summer.

Delegation of Responsibility:

The CEO is charged with the responsibility to ensure that the staff has been instructed in proper use of the equipment. Proper inventories are to be maintained and every possible effort shall be made to protect school property. The CEO shall ensure that a periodic report is prepared for the Board of Trustees regarding the status of the inventory of computers and any that are unaccounted for or missing.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.