

## **Property Policy #708 Borrowing School Equipment**

### **Purpose:**

School equipment is for the use of the students and employees of the Charter School. From time to time it may be possible to loan some equipment to a staff member to work at home or to make presentations representing the Charter School or for community sharing. The important process to loaning is to retain responsibility for the equipment and protect the Cyber School from loss.

### **Guidelines:**

- Staff members who desire to borrow school equipment should complete the request to borrow school equipment form that is available in the staff share forms file.
- The employee in completing the form agrees to be liable for the safe return of the equipment and will personally compensate the Cyber School for any damage or loss.
- The form is submitted to the CEO who approves or disapproves the request and the Tech department is notified of the permission to loan the equipment.

### **Delegation of responsibility:**

The CEO is responsible for the implementation of this policy and regulating its use so as not to overburden the Cyber School.

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.