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553

MEDIA EQUIPMENT LOAN

The Evansville Board of Education shall permit the lending of computer hardware and software to staff members for educational purposes only. These borrowers shall be expected to exercise reasonable care and judgment in transportation and use of the equipment and assume responsibility in case of damage or theft through negligence. The borrower assumes responsibility for damage, theft or loss at time of checkout from Library Media Center (LMC). They must also follow all copyright and fair use policies.

Hardware loans are limited to laptops, digital cameras, multimedia projectors, and other portable devices. Desktop computers may not be removed from the classrooms at any time. All equipment must be checked out through the school LMC, with a time limit of one week during the school year and three weeks during the summer if there are others on a waiting list.

Software may be evaluated at home, but may not be permanently loaded or used on a home computer unless the license allows it.

The purpose and intent of making equipment available for loan to teachers is to enhance learning opportunities for students.

Equipment loaned to staff members shall be utilized by them and their students only. Equipment shall not be used in any profit-making venture or be loaned to any profit-making individual. Prior to returning equipment to the District, all personal files and information must be deleted.

Legal Ref.: Sections 120.12(1) Wisconsin Statutes (School Board Duties)
120.13(17) (School Board Powers)

Local Ref.: Policy #830, Use of School Facilities