

EQUIPMENT

Equipment purchased by the Long Hill Township Board of Education (BOE) is intended for support of the educational program.

The Chief School Administrator (CSA) shall oversee the maintenance of all district educational and noneducational equipment in safe working condition. No employee or pupil shall use equipment found unsafe. Equipment use during school hours shall be properly supervised by appropriate teaching staff.

Specific items of equipment may be loaned or rented for community use after a written request is made to and approval granted by the CSA. The user of district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use. He/she shall be responsible for its safe return.

When equipment authorized for loan requires the services of an operator, the user shall employ the services of a person designated by the district and shall pay such costs as have been set for his/her hire.

The BOE shall not be responsible for any loss, damage or injury liability or expense that may arise during or be caused in any way by such use of district equipment.

School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the principal is required for such removal.

Removal of school equipment from school property for personal use is prohibited.

The Long Hill Township Board of Education (BOE) is responsible for enforcing policies aimed at reducing losses and elimination of the unauthorized use of BOE property and equipment.

In furtherance of these goals, the following shall be BOE policy:

1. Conversion, permanent or temporary of BOE property to use for gain or benefit by an employee, student, or other member of the Long Hill Township community, of any category, shall be grounds for immediate suspension and/or other disciplinary or legal action, including dismissal from BOE employment;
2. Such suspension, dismissal or other disciplinary or legal action shall not be considered as precluding any other recourse at law concerning the conversion, misappropriation or misuse of public property;
3. Employees and students of the Long Hill Township BOE and members of the Long Hill Township community, shall not take BOE vehicles, supplies, computers, materials or equipment to their homes or elsewhere, at night or on weekends or during summer months, unless authorized by the BOE through the Chief School Administrator(CSA) or his/her representative. Authorization shall include a copy of the declaration page of the user's homeowners' or renters' current insurance policy.
All BOE vehicles, equipment, tools, supplies and computers shall be stored, when not in use, on BOE property, or on property authorized by the BOE;
4. Employees and students of the Long Hill Township BOE and members of the Long Hill Township community, with advance approval of the CSA or his/her representative may take BOE property home at night or on weekends or during summer months, for job-related purposes, with the understanding that loss of or damage to such property will be the person's responsibility as to repair or replacement; and
5. Any such evening, weekend, or summer use of BOE property authorized under paragraph 3 shall be for job-related use only, and not for loan or rent to others for personal monetary gain. Violation of this restriction shall be grounds for immediate suspension and other disciplinary or legal action including dismissal from BOE employment.

The appropriate form to be submitted is included in this policy.

Reviewed and readopted: November 25, 2011

First reading: September 22, 2008

Second reading: October 13, 2008

Legal References:

- N.J.S.A. 18A:11-1 General mandatory powers and duties
- N.J.S.A. 18A:20-34 Use of schoolhouse and grounds for various purposes
- N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
- N.J.A.C. 6A:26-12.2 Policies and procedures for school facility

Equipment

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Possible Cross References:

- *1330 Use of School Facilities
- *1410 Local Units
- *3250 Income from fees, fines, charges
- *3510 Operation and maintenance of plant
- *3516 Safety
- 3530 Insurance Management
- 4143 Extra pay for extra work
- *4147 Employee safety
- 4243 Overtime pay
- *4247 Employee safety
- *5142 Pupil safety

*Indicates policy is included in the Critical Policy Reference Manual.

*Long Hill Township School District
Agreement for Use of School Equipment*

The Long Hill School District hereby agrees that the (specify equipment)
_____ be and is hereby permitted to be utilized by (name of
student/employee) _____,
(address) _____,
for his/her use for the purpose of _____
between the following dates: _____.

In consideration for the Long Hill Board of Education permitting usage of the aforementioned equipment,
I/we, the parent (s) / guardian(s) _____
of (name of student/employee) _____

hereby releases the Board, its agents and employees, from any and all liability for injuries, property damage
or other liabilities arising out of or relating to the equipment or its usage during the aforementioned time.
Further, in the event of damage or breakage, other than normal wear and tear, I/we assume all responsibility
for repair and/or replacement as needed. Further, I/we agree to return the equipment back to the Long Hill
Board of Education at the expiration of the aforementioned time, when requested, or the if district
determines that the equipment is no longer required for the above named student/employee.

Proof of Homeowner's/Renter's Insurance has / has not been provided.

DATED: _____

(Signature of Parent/Guardian or Employee)

(Print Name)

Coordinator / Principal / Administrator
Long Hill School District

cc: Superintendent of Schools
Business Administrator/Board Secretary
Building Principal