

In accordance with Policy Code #443.09 Student Use of School Property, the Tri-County Area School District is responsible for the possession, care and control of school district property, including school equipment.

The Board may grant the temporary use of school equipment to school-age students without charge for learning purposes if such use does not interfere with use for school purposes or school-related functions.

Any student granted use of school equipment (whether it is at school or after school hours, at home or away from school) shall be primarily liable for its safe keeping and condition. The student is responsible for the safe keeping and care/condition of the equipment from the time the equipment is checked out to the student until it is returned to the staff person authorizing the check out. In case of fire, loss, theft, or accidental damage to any equipment checked out by the student, total replacement cost or damage repair cost is the responsibility of the student.

Students and student groups may use school equipment when authorized by a staff member. School equipment may only be used off school premises by students under the following conditions:

- The use is supervised by a professional staff member, OR
- A responsible student completes and signs a Student Request Form (#443.09 Exhibit 1) for the use prior to removing the equipment from the school premises, and
- A Parent/Guardian Permission Form (#443.09 Exhibit 2) must also be completed and
- Upon returning the equipment, a staff person is to verify it's return by signing the form with a copy given to the student.

The Board authorizes the check out of the following equipment for educational purposes to students: laptop computers, video/audio equipment, certain shop tools/equipment, various science tools/equipment, or certain athletic equipment.

Student's use of any school photocopier or other reproduction equipment such as a fax machine is prohibited at any time (with exception of a student office worker).

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Student's Name \_\_\_\_\_

Type/Kind of Equipment Requested \_\_\_\_\_ Value \$ \_\_\_\_\_

Purpose: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

\_\_\_\_\_ from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

\_\_\_\_\_ from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parents/Guardian: \_\_\_\_\_

\_\_\_\_\_

A copy of this request is to be mailed to the parent/guardian when equipment is checked out!

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Staff Member's Signature \_\_\_\_\_ Equipment returned: \_\_\_\_\_

\_\_\_\_ undamaged \_\_\_\_ damaged

White: Staff Member Yellow: Student Pink: Parent Goldenrod: To Student When Equipment Returned