

CHESTER COUNTY  
 INTERMEDIATE  
 UNIT 24

SECTION: PROPERTY

TITLE: LENDING OF EQUIPMENT  
 AND BOOKS

ADOPTED: APRIL 27, 2011

READOPTED: APRIL 20, 2016

708. LENDING OF EQUIPMENT AND BOOKS	
<p>1. Purpose                      SC 801                      Pol. 707</p>	<p>The Board directs that equipment owned by the Intermediate Unit shall not be loaned for nonschool use off Intermediate Unit property. If equipment is required for use by those granted permission to use Intermediate Unit facilities, it may be loaned in accordance with Board policy.</p>
<p>2. Delegation of                      Responsibility</p>	<p>Use of specific items of equipment, when unobtainable elsewhere, may be granted on the written request of the intended user and approval by the designated administrator or program supervisor.</p> <p>The user of equipment owned by the Intermediate Unit shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return.</p>
<p>3. Guidelines</p>	<p>When equipment authorized for lending requires the services of an operator, the user shall employ the person designated by the Intermediate Unit and shall pay the stated cost of services.</p> <p>Equipment may be removed from Intermediate Unit property by students or staff members only when such equipment is necessary to accomplish tasks relevant to their program or job responsibilities. Prior approval of the designated administrator or program supervisor is required for such removal.</p> <p>Removal of equipment owned by the Intermediate Unit from Intermediate Unit property for personal use by staff or students is prohibited.</p>
<p>SC 804</p>	<p>School books may be used by students during vacations when permission is granted by the designated administrator or program supervisor.</p>

Lending of Laptop Computers and Other Devices

Laptop computers and other devices used as part of an instructional program may be loaned to students enrolled in Intermediate Unit instructional programs. Use of the computers or other devices shall be in accordance with the rules and conditions outlined in the applicable student handbook.

References:

School Code – 24 P.S. Sec. 801, 804

Board Policy – 707, 710

