



**POLICY 007 – LOAN OF COMPUTER EQUIPMENT/SOFTWARE
TO BOARD MEMBERS**

Section 1. Purpose

To enhance communications between school district administration and the Board, the District may loan computer equipment and/or software to Board members in accordance with this policy.

Section 2. Delegation of Responsibility

The District shall designate an individual to install and remove school district equipment and software from Board members' residences.

Each Board member must sign a Staff/Board Member Security Agreement and review Policy 049 – Information Security for Board Members prior to their submission of requests and approval for the loan of such materials. Board members who have received school district equipment should arrange insurance coverage for the equipment in case of loss. In the event school district equipment is stolen, the district will require the assignee to complete and file a police report of the incident.

Section 3. Guidelines

The District may loan any available software or computer equipment necessary to aid Board members in the fulfillment of their Board responsibilities. This may include, but is not limited to, personal computers, laptops, Microsoft Word, Excel, DocUServe and Internet connections.

Board members shall utilize all borrowed school district software or equipment for official Board business/communications only. Personal use is prohibited.

The District shall retain the license of any software loaned to a Board member.

Time being of the essence, and upon completion of a Board member's term, or upon resignation or removal from the Board, school district equipment and software will be removed by school district officials from personal computers as necessary. All equipment shall be returned to school district officials.

The District reserves the right to pursue all available remedies against any current or former Board member who violates this policy or fails to return any District equipment or software.