Subject: School IT Equipment
Effective Date: TBD Upon Board Approval
Approved By: Board of Directors
Policy: 6001.1

I. Policy

The purpose of this policy is to establish expectations regarding the inventory, control, and use of school materials and equipment. The Vista Springs Charter School Governing Board expects all employees to exercise continuous and vigilant care of all school materials and equipment. In order to accomplish this, the IT & Facilities Department is tasked with creating and maintaining a process adequate to ensure that all School equipment and materials are accounted for and treated with care.

II. Processes and Guidelines for School Equipment

A. Inventory

All instructional materials purchased by the school, including textbooks, software, and supplies are school property. Books, software packages, and other reusable materials will bear the stamp of the school. Site Directors will ensure that an inventory of all textbooks and software is conducted at the beginning and the end of each school year.

Site directors or designees are expected to keep an accurate record of non-consumable materials issued to students. When a textbook is damaged or lost, the parent responsible will be required to pay for the loss or damage of the book.

All school furniture and equipment will bear the stamp of the school. In addition, all equipment with a value in excess of $100 (fixed assets) purchased by the school

are school property and will have permanent (non-removable) inventory numbers. All numbers will be properly recorded. Each site director will ensure that an inventory of all equipment is conducted at the beginning and the end of each year.

B. Responsibility

School items are prime items for theft. If apparent negligence is associated with the loss of or damage to equipment, the school may require reimbursement from the responsible individual(s).

School equipment with an inventory control number must be checked out with a form including the following information: (1) student's name and parent's name, (2) condition of the equipment at check out and check in, (3) date of check out and check in, (4) statement of acceptance of responsibility for the care of the equipment, and (5) payment of damages should the equipment be lost or damaged. Teachers or other staff members who assume responsibility for the equipment shall ensure that appropriate check-out and check-in procedures are used.

Equipment check-in and check-out procedures are subject to audit at any time.

Employees are responsible to ensure that equipment in employee's offices, classrooms, or other work spaces is secured when unattended.

C. Access/Ownership

The School reserves the right to inspect and examine any and all school equipment at any time. There is no expectation of privacy in any school owned equipment.

Work produced on school equipment by any employee during school hours is property of the school as a "work for hire." An employee is allowed to use laptop computers or other school equipment for non-school purposes after school hours, upon approval of supervisor. If such prior written permission is obtained, then the individual work processed after school hours with express written permission of the school shall belong to the employee. In addition, if an employee will be using a personal computer for work, s/he must sign a waiver indicating her/his consent that the work product produced on the personal computer is property of the school.

Except as provided above, works produced by students as school assignments are

property of the school. Any information stored or resident in the memory of school computers is property of the school and there is no expectancy of privacy with respect to such works and information.

All works of art or other works produced by students pursuant to which the student has been required to purchase supplies and materials to produce the work of art shall belong to the student upon completion unless it resides in memory in a school computer.

D. Appropriate Use of Equipment by Employees

Written permission of the site director is required for short-term removal of equipment from the work site. Short-term removal is limited to the school year calendar dates and a maximum of three days duration. Written permission of both the site director and the Superintendent/designee is required for any other removal of equipment from the work site. (This includes summers and any requests over three-day duration.)

The written permission shall include the following information: (1) name of employee, (2) date the equipment is removed and returned, (3) description and inventory number of the equipment removed, (4) purpose or planned use of the removed equipment, (5) acceptance of responsibility for reimbursing the school if apparent negligence results in the loss of or damage to equipment, and (6) approval of the site director/Superintendent (designee).

Appropriate uses of school equipment by employees outside of the work site include activities related to the employee's work responsibilities. School equipment may not be used for other employment, political activities, or other personal uses.

E. Requests to Use Equipment by Outside Groups

Groups using school facilities may use school equipment within reason and at the discretion of the administrators in the approval process. By using the equipment, the individual or group accepts the responsibility for reimbursing the school if apparent negligence results in the loss of or damage to equipment.

III. Guidelines Regarding Employee Use of Equipment Off-Site

A form is provided in the administrative handbook for requests to use school equipment off-site.

Site directors/designees shall maintain an up-to-date file on all equipment checked out.

IV. Guidelines Regarding Student Use of Equipment Off-Site

The policy is not intended to encourage or expand student check out of equipment. It is intended to provide guidelines for programs, such as band, where equipment is purchased for students to check out.

A form is provided in the administrative handbook for student check out. Sites may modify the form or create a different form if the information required and assurances are included.

The responsible employee shall maintain an up-to-date file on equipment checked out to students.

V. Building-Based Equipment

In general, instructional and administrative equipment will remain in the building where deployed. Each building technology committee, under the direction of the site director, and in consultation with the IT director, is responsible for determining redeployment.

Exceptions include equipment of directors, coordinators and specialists whose assignment and office changes to another building requiring inter-school redeployment.

VI. Inheritance

New staff who replace departing staff normally inherit the existing equipment for that classroom or office. The IT Department will decide if alternative deployments make better educational sense based on the technical skills of the staff involved and other factors.

VII. Movement Procedure

Always notify the IT department whenever equipment must be moved. In most cases the technicians will help to back up the data and/or refurbish the unit. Proper set up, operation and networking is ensured in this way.

VIII. Notification

The IT department maintains an extensive inventory that assists in finding, maintaining and tracking school equipment. Whenever any piece of equipment is moved, the IT department should be notified to ensure accurate recordkeeping.

IX. Home Use

VSCS does provide computer equipment for home use in certain circumstances. It is permissible to take certain equipment home overnight, on weekends and during the summer, provided that approval has been obtained. For extended borrowing of equipment, please fill out a Borrowed Equipment form (by contacting the IT department).

X. Off-Site Responsibilities

Staff members are responsible for the physical and electronic safety and protection of any offsite equipment in their care. Malfunctioning equipment at school should be referred for repair to the IT department. Technicians will visit your classroom or office to assist.

XI. Ownership and Maintenance

Equipment owned and provided by the school is maintained by the IT department until it is deemed no longer supportable. Staff members who wish to use equipment owned privately in their classroom or office must submit an "Owned Equipment" form to the IT department and understand that the IT department will NOT maintain this equipment.

XII. Privately Owned Equipment

Any privately owned equipment must be qualified by a technician before being connected to the school network. This includes the connection of any wireless access point. It is the owner's responsibility to maintain adequate anti-virus protection on the machine.

XIII. Grant-Funded Equipment

Most of the equipment in our school was purchased through the school's operating budget or through grants, and some of it was donated. In most cases, this equipment is added to the school's inventory and is maintained by the IT department.

XIV. Donations

All donations of technology equipment must be made through the IT department. Only qualified and operational equipment will be accepted at the discretion of the technology director. Minimum requirement for donations are posted on the school website. Once accepted, the school will issue a thank you note for tax purposes and place these items in the school's inventory.