

Non-Instructional OperationsEquipmentAuthorized Use of School-Owned Materials

No school equipment may be used for other than school purposes, except when used in connection with other town tax-supported agency or as requested by a local, state or federal governmental body. The Brookfield Board of Education shall permit school equipment to be loaned to staff members when such use is directly or peripherally related to their employment and to students when the equipment is to be used in direct connection with their studies. Proper controls shall be established to assure the lender's responsibility for, and return of, all such equipment.

PROTECTION OF PERSONAL EQUIPMENT

A staff member may use personal equipment in the classroom for instructional purposes. Prior approval must be granted by your school principal or his/her designee for this use.

\_\_\_\_\_ Type of Equipment  
\_\_\_\_\_ Brand  
\_\_\_\_\_ Model Number  
\_\_\_\_\_ Serial Number  
\_\_\_\_\_ Estimated Replacement Cost  
\_\_\_\_\_ / \_\_\_\_\_ Length of Use (from when to when)

\_\_\_\_\_ Teacher's Signature  
\_\_\_\_\_ Principal's Signature

**Teachers must assume responsibility for the security of personal property.**

**The Brookfield Public Schools assumes no financial responsibility for damage to or loss of personal equipment.**

Teachers shall follow safety guidelines pertaining to the use and storage of personal equipment.

Policy  
adopted: 2/3/93

BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut