

## EQUIPMENT

District equipment shall be used primarily for educational purposes and/or to conduct district business. The Superintendent or designee shall ensure that all employees, students, and other users understand the appropriate use of district equipment and that any misuse may be cause for disciplinary action or loss of user privilege.

*(cf. 0440 - District Technology Plan)*  
*(cf. 3515.4 - Recovery for Property Loss or Damage)*  
*(cf. 3540 - Transportation)*  
*(cf. 3551 - Food Service Operations/Cafeteria Fund)*  
*(cf. 4040 - Employee Use of Technology)*  
*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*  
*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*  
*(cf. 5142 - Safety)*  
*(cf. 5144 - Discipline)*  
*(cf. 6000 - Concepts and Roles)*  
*(cf. 6163.4 - Student Use of Technology)*  
*(cf. 6171 - Title I Programs)*

School-connected organizations may be granted reasonable use of the equipment for school-related matters as long as it does not interfere with the use by students or employees or otherwise disrupt district operations.

*(cf. 1230 - School-Connected Organizations)*  
*(cf. 1330 - Use of School Facilities)*

\*\*\*Note: The following paragraph is optional. It is recommended that the district check its liability coverage for off-site use of district equipment and materials. Whenever an individual is authorized to borrow district equipment, he/she could be required to complete a form identifying the equipment and the intended use and indicating that the individual will assume responsibility for any loss or damage to the equipment. See the accompanying Exhibit for a sample form that may be used for this purpose.\*\*\*

The Superintendent or designee shall approve the transfer of any district equipment from one work site to another and the removal of any district equipment for off-site use. When any equipment is taken off site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

Employees transferred to another work site shall take with them only those personal items that have been purchased with their own funds unless otherwise authorized by the Superintendent or designee or applicable Board policy.

The Superintendent or designee shall maintain an inventory of all equipment currently valued in excess of \$500. (Education Code 35168; 5 CCR 3946)

*(cf. 3440 - Inventories)*

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When equipment is unusable or is no longer needed, it may be sold, donated, or disposed of in accordance with Education Code 17540-17555 or 2 CFR 200.313, as applicable.

*(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)*

### **Equipment Acquired with Federal Funds**

The Superintendent or designee shall obtain prior written approval from the California Department of Education or other awarding agency before purchasing equipment with federal funds. (2 CFR 200.48, 200.313, 200.439)

*(cf. 3230 - Federal Grant Funds)*

*(cf. 3300 - Expenditures and Purchases)*

All equipment purchased for federal programs funded through the consolidated application pursuant to Education Code 64000-64001 shall be labeled with the name of the project, identification number, and name of the district. (2 CFR 200.313; 5 CCR 3946)

For any equipment acquired in whole or in part with federal funds, the Superintendent or designee shall develop adequate maintenance procedures to keep the property in good condition. He/she shall also develop adequate safeguards to prevent loss, damage, or theft of the property and shall investigate any loss, damage, or theft. (2 CFR 200.313)

*(cf. 3530 - Risk Management/Insurance)*

*(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)*

Equipment purchased for use in a federal program shall be used in that program as long as needed, whether or not the program continues to be supported by federal funds. The equipment may be used in other activities currently or previously supported by a federal agency when such use does not interfere with the work on the project or program for which it was originally acquired or when use of the equipment is no longer needed for the original program. (2 CFR 200.313)

*Legal Reference: (see next page)*

**EQUIPMENT**

*Legal Reference:*

*EDUCATION CODE*

*17540-17542 Sale or lease of personal property by one district to another*

*17545-17555 Sale of personal property*

*17605 Delegation of authority to purchase supplies and equipment*

*35160 Authority of governing boards*

*35168 Inventory of equipment*

*64000-64001 Consolidated application process*

*CODE OF REGULATIONS, TITLE 5*

*3946 Control, safeguards, disposal of equipment purchased with state and federal consolidated application funds*

*4424 Comparability of services*

*16023 Class 1 - Permanent records*

*UNITED STATES CODE, TITLE 20*

*6321 Fiscal requirements*

*CODE OF FEDERAL REGULATIONS, TITLE 2*

*200.0-200.521 Federal uniform grant guidance*

*Management Resources:*

*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*

*California School Accounting Manual*

*WEB SITES*

*California Department of Education: <http://www.cde.ca.gov>*

*Office of Management and Budget: <https://www.whitehouse.gov/omb>*

## EQUIPMENT

### SUSD Portable Device Terms and Conditions of Use

The Saugus Union School District (SUSD) expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. Employees shall be responsible for the appropriate use of technology and shall use the district's technological resources only for purposes related to their employment and/or learning. Such use is a privilege which may be revoked at any time.

### Equipment and Devices

District equipment and/or devices may be used in other than district-owned facilities (off-site) only when such use promotes the educational program of the district. Such use must be authorized, in advance, by the employee's SUSD supervisor and operated under the direct supervision of district personnel. The borrower shall be responsible for the safe return of the equipment. Any other use is prohibited by this policy and considered a gift of public funds, and any violation may be cause for disciplinary action.

Employee responsibilities regarding district owned equipment are as follows:

1. Software: SUSD devices are provided with district standard software and access to SUSD networks only for work-related projects.
2. Privacy: Device users should have no expectation of privacy in the contents of files and records maintained on district equipment.
3. Security: Users of SUSD devices must not allow any non-authorized person to access the device for any reason at any time. Passwords cannot be shared with non-authorized persons at any time.
4. Negligence: Device users may be held personally responsible for abuse or negligence. Users are to report any instance of theft or vandalism to the immediate SUSD supervisor within twenty-four (24) hours.
5. Technical Assistance: The District cannot provide technical assistance or maintenance for applications or hardware not identified in the standard SUSD image for laptops.
6. Equipment Return: Employees must return SUSD equipment (including portable media) when on a leave of absence. Upon separation of employment, employees must immediately return all SUSD equipment. SUSD retains the right to withhold the final paycheck/payment until all SUSD equipment has been returned.

### Data

In addition, SUSD permits off-site access to administrative systems and/or electronic documents containing personal data to approved employees using the aforementioned devices. The purpose of this access is to better enable approved employees to process work and meet deadlines. It is the responsibility of SUSD employees using/accessing district data from off-site locations to maintain the security of this information by following all SUSD policies and procedures and abiding by all applicable personal information privacy laws. Failure to abide by these policies, procedures, and laws may result in the loss of access to SUSD systems and/or legal/disciplinary consequences.

## EQUIPMENT

1. Employees requesting off-site access to SUSD administrative systems and/or permission to transport SUSD data containing personal information must sign and adhere to the rules and policies as stated in this document.
2. Off-site access to SUSD administrative systems requires the written authorization of the employee's immediate supervisor and/or the division head.
3. Off-site users of SUSD administrative systems are not to print off-site any screen captures, reports or other hard-copy documents that contain personal or confidential information regarding any SUSD student, staff member, or a family member of any SUSD student or staff member.
4. Off-site users of SUSD administrative systems shall not save on any drive of their laptop or any portable machine (including portable media) data that contain personal or confidential information regarding any SUSD student, staff member, or a family member of any SUSD student or staff member unless the data are encrypted or password protected.
5. All users must report a systems security breach to the Information Technology administrator or designee immediately upon discovery.

### Employee Acknowledgment

I, \_\_\_\_\_, have read and understand the above Terms and Conditions of Use and agree to abide by them. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, I may be subject to disciplinary action, from termination of technology access privileges to termination of employment.

Signature of User: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_ Phone #: \_\_\_\_\_

Position / Program: \_\_\_\_\_ School Site: \_\_\_\_\_

Equipment Type: \_\_\_\_\_ Date Received: \_\_\_\_\_

Equipment Serial Number: \_\_\_\_\_ SUSD Asset Number: \_\_\_\_\_