



EQUIPMENT USAGE POLICY

This policy applies to any Mill Valley School District Employee who is loaned equipment owned by Mill Valley School District (the District) for use in conjunction with his/her duties as an employee.

1. The policy applies for the duration of employment by the District. The equipment loan may be rescinded at the discretion of the District or the school principal.
2. The District will provide the equipment, together with licensed copies of software/apps for the Employee to perform his/her job duties. All equipment and software shall remain the property of the District.
3. The District will keep track of the equipment serial number and asset tag, along with any peripherals, cables and accessories that are loaned to each Employee in an inventory database.
4. The Employee is responsible for the equipment while it is in his/her possession. The Employee agrees to use an appropriate method of transporting the equipment and also agrees to keep the equipment secure at all times. Any loss, damage or theft will be promptly reported to the Director of Technology.
5. The equipment is provided only for the use of the Employee. No one, other than the Employee, Technology Department staff and students, will be allowed to use the equipment. At no time may the Employee allow students access to the equipment without supervision.
6. The Employee shall not attempt to upgrade, open, or make hardware modifications to the equipment. Any permanent changes made to the hardware configuration must be approved by the Technology Department and will become a permanent part of the equipment.
7. Software/app licenses are not transferable, and should not be copied onto other computers or devices without authorization.
8. The District expects the Employee to participate in ongoing training in order to assure growing proficiency in both hardware and software/app use.
9. Upon leaving employment of the District, the Employee will return to the Technology Department, in good working condition, the equipment, including any peripheral equipment, cables, accessories, and all software/apps distributed with the equipment.
10. The intent of the District is that the Employee use the equipment for purposes of facilitation of the District's educational program. The Employee agrees to treat the equipment with care, with the understanding that the Employee may be fully or partially responsible for any costs associated with damage or loss.