

# SCHOOL DISTRICT 82 (COAST MOUNTAINS)

## Facilities, Grounds, and Equipment

### **7120: Loan and Rental of School Equipment**

Date Revised: June 1, 2005

#### Policy

All school equipment must remain on school premises and must not be loaned or taken away except when the equipment is being used in connection with educational and school activities under the direction of a teacher or other authorized person, and at the discretion of the principal. The rental of school equipment is not allowed.

# COAST MOUNTAINS SCHOOL DISTRICT 82

3211 Kenney Street, Terrace, BC V8G 3E9 Phone 250 635-4931 • 1 800 665-6134 • Fax 250 635-4287

## Policy 7120

### EQUIPMENT SECURITY PLAN

Student's Name:	Student's School:	SET-BC Case Manager (If Applicable)
Security Plan Coordinator:	School Telephone	
Equipment Type (✓) : <input type="checkbox"/> Notebook Computer <input type="checkbox"/> Desktop Computer <input type="checkbox"/> Vision Technologies <input type="checkbox"/> Portable Communication Device	Model Information:	

- When left at school overnight the equipment will be stored at :  
\_\_\_\_\_
- Notebook computers or communication devices will be plugged in for charging in  
\_\_\_\_\_. This area is secure because  
\_\_\_\_\_
- During school hours, the classroom will be locked when the students are out of the room. If not, the equipment will be placed in \_\_\_\_\_ for safety.
- If the equipment is taken home, how will it be transported? \_\_\_\_\_  
The student's home address is: \_\_\_\_\_
- When circumstances change, or the student moves, \_\_\_\_\_ will be responsible for retrieving the equipment and overseeing its return to the school or SET-BC.
- When the equipment is taken home the parents/guardians are responsible for its care. If it is stolen/lost/damaged when at home, the parents/guardians are responsible for its replacement or repair.
- The equipment is insured against loss, under a "rider", as part of Home Owner Insurance Policy # \_\_\_\_\_ (optional: attach copy of the rider).
- Other issues or information: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(School Principal's Signature)

\_\_\_\_\_  
Parent/Guardian's Signature)

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
(Please Print Name)

Date: \_\_\_\_\_