

**ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT**

**Instruction**

**6156.2**

**Off-Site Technology Use by Staff**

To facilitate computer use by Administrators, Educators, Board of Education Members, and who the Superintendent deems it necessary in the performance of their duties for instructional or administrative purposes, the building Principal may authorize the borrowing of microcomputers, assorted computer hardware and software, and other technological devices, for use by staff members. The off-site use must relate directly to the instructional or administrative goals of the school system. Such loans of school equipment are subject to the following:

1. Instructional use shall be defined as practice in the use of software related to instructional programs, preview of instructional software, curriculum development or revision or development or development of instructional materials.
2. Computers cannot be taken from lab or network setups where substantial dismantling of components is required.
3. Computers, assorted hardware, and software may be borrowed over weekends, school year vacation periods, and summer break. No item will be loaned if a disruption in educational programs result. Items must be returned so that they are available in working order for classroom use. Items must be returned at the end of the authorized loan period or upon request by the building principal or his/her designee. Staff requesting use of a computer hardware or software, must complete the Equipment Use Form.
4. The staff member will be held responsible and liable for damage, theft, or misuse of the borrowed equipment.

**Policy Adopted: February 26, 20023**  
**Reviewed: June 23, 2009**  
**Revised: September 25, 2012**  
**Adopted: May 11, 2021**

ENFIELD PUBLIC SCHOOLS

EQUIPMENT USE FORM

Loan Date: \_\_\_\_\_ Anticipated Date of Return: \_\_\_\_\_

**Borrower Information**

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

School Assignment: \_\_\_\_\_

Description of Equipment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Serial Numbers (Inventory Identification Number): \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have received the equipment listed above. If the equipment is lost, stolen or damaged while in my possession, I will take action to reimburse the Enfield Board of Education for the equipment within two weeks of the return date or the Board of Education may deduct the cost of the equipment from my salary.

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

Date Returned: \_\_\_\_\_ Condition: \_\_\_\_\_

Granted by: \_\_\_\_\_ Returned to: \_\_\_\_\_