

VENTURA COUNTY BOARD OF EDUCATION

BOARD POLICY NO. 3512

ADOPTED: 02/24/97

CLASSIFICATION: Business and Noninstructional Operations

REVISED: 11/26/01

SUBJECT: Equipment or Other Property, Use of

Equipment or other property of the office shall be used only for the official purposes and activities of the Board and the offices, schools, and programs operated by the Superintendent. Equipment/supplies/other property of the office may not be utilized by officers, employees, or students for personal purposes.

Reasonable use of specific equipment or other property may be authorized for educational organizations for education-related matters when such equipment/supplies/other property is not required by staff and students and the actual cost of the use of equipment or services such as copying is paid by the educational organization. The division Associate or Assistant Superintendent may authorize use of designated personal property by an educational organization and establish terms, conditions, and cost.

The consent of the Superintendent is required before equipment or other property (other than fleet vehicles) may be removed from the assigned work site location at the office, off-site facility, or school. Proper use, care and control of equipment or other property removed from the assigned work site location by an employee or used by an educational organization is the responsibility of the authorized user who shall ensure the prompt return of the equipment or other property in satisfactory condition.

Legal Reference:

EDUCATION CODE

1605 Property Title

35160 et seq. Article 4. Powers and Duties