

**Business/Non-Instructional Operations**

**Authorized Use of School-Owned Materials**

No school equipment may be used for other than school purposes except when used in connection with another town agency or as requested by a local, state or federal governmental body. The Board of Education shall permit school equipment to be loaned to staff members when such use is directly or peripherally related to their employment and to students when the equipment is to be used in direct connection with their studies. Proper controls shall be established to assure the lender's responsibility for, and return of, all such equipment.

Policy adopted: March 18, 2004  
Policy revised: September 19, 2019

WATERFORD PUBLIC SCHOOLS  
Waterford, Connecticut