
**AUTHORIZED USE OF SCHOOL-OWNED TECHNOLOGY EQUIPMENT
STUDENT USE**

**Catskill Central School District
343 West Main Street
Catskill, NY 12414
(518) 943-4696**

The Catskill CSD Board of Education permits the use of district-owned materials and equipment (e.g., laptop computers, DANAS etc.) by students of the district when such material and equipment is needed for district-related academic purposes.

The Superintendent of Schools, in consultation with the Director of Technology and the School Business Official, shall establish regulations governing the loan and use of such equipment. Such regulations must address:

- The individuals who may properly authorize the use of such material and/or equipment;
- The lack of authority of the borrower to use such material or equipment for private, non-business purposes; non-academic purposes
- The responsibilities of the borrower for proper use, care and maintenance;
- That, regardless of condition or other factors, all loaned equipment must be returned to the district. No item may be sold to or purchased by the borrower unless such equipment has been returned to the district for evaluation and, if necessary, disposal in accordance with district policy and procedures.
- No software may be installed. Only the printer driver and internet service provider may be installed.
- All District Technology Policies and Regulations must be followed when using the equipment.

All equipment shall be inventoried and a list shall be maintained of the date such equipment was loaned, to whom it was loaned, and the date of expected and actual return by the district.

Students borrowing district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

The Director of Technology shall maintain records of all technology equipment that is loaned for long-term use (e.g, school year, etc.) and shall review such list yearly.

Adopted: September 26, 2007