

MAINTENANCE AND CONTROL OF MATERIALS AND EQUIPMENT

When the Lincoln-Woodstock Cooperative School District has equipment purchased by the school district that is housed off site the following must be followed:

1. A certificate of insurance from the facility that is housing the equipment must be presented to the school district to be kept on file in the SAU Office. The off-site facility must present annually a certificate of insurance. The school should be named as additionally insured. The off-site facility should also try to secure insurance on the individual pieces of equipment. If this is not possible through their insurance carrier, the school district should be notified so the equipment may be listed on the school's equipment insurance policy.
2. The Lincoln-Woodstock Cooperative School District will maintain the equipment unless it is shown that there is negligence on the part of the facility that houses the equipment and keep an inventory of all off-site equipment.
3. All supplies for the equipment will be the responsibility of the facility where the equipment is housed.
4. When the equipment is no longer serviceable it will be disposed of per school board policy DN.
5. All persons using any school owned computer equipment must follow school board policy EGAA.
6. The off-site facility should annually present a written statement that agrees to the adherence of the contents of this policy.

First Reading:	September 14, 2004
Second Reading:	September 28, 2004
Adopted:	September 28, 2004