

## AP 6535 Use of District Equipment

Reference:

*Education Code Sections 70902;  
ACCJC Accreditation Standard III.B.3 and III.C.4*

Each member of the District staff shall be responsible for equipment under his/her control. Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate administrator.

Equipment that is lost or stolen may be replaced upon submission of a request through the appropriate administrative office. The request must include an explanation about the loss or theft of the equipment and a justification that replacement is essential to the activity served.

District equipment shall not be loaned to persons not employed by or enrolled in the District.

Equipment shall only be removed from campus with proper authorization(s).

See Board Policy 3720 Computer and Network Use and AP 3720 Computer and Network Use Procedure – for District Employees for specifics regarding computer-related equipment.