



USE OF DIVISION EQUIPMENT

Background

Equipment owned by the Division has been purchased with public funds. Equipment and materials purchased by the Division are to be used to support the operations of the School Division.

Procedures

1. Use of Division equipment or materials by staff is not permitted unless the use directly supports the staff members' job-related functions.
2. Staff members wishing to use school equipment for the preparation of lessons, materials, etc. are permitted to take such equipment home provided:
 - 2.1 Equipment is properly tracked and maintained;
 - 2.2 The Superintendent/Designate or Principal approves the out-of-school use; and
 - 2.3 The equipment is returned promptly to the school to ensure its availability for use during the instructional day.
3. Approval for use of equipment by other parties must be approved by the Superintendent or designate.
4. The Superintendent or Principal is responsible for establishing and communicating procedures regarding the use of school equipment off school and/or Division premises, and by other parties, subject to the above procedures.

Reference: Section 33, 51, 52, 53, 68, 197, 222 Education Act