

PERSONAL USE OF DIVISION EQUIPMENT

Background

Equipment owned by the Division has been purchased with public funds on a tax-exempt basis. As a result, the Division has a responsibility to ensure the equipment is used for the purpose for which it was intended.

Equipment and materials purchased by the Division are to be used for educational purposes only.

Procedures

1. Use of Division equipment or materials by staff is not permitted unless this use directly supports the staff members' job-related functions.
2. Staff members wishing to use school equipment with the preparation of lessons, materials, etc. are permitted to take such equipment home provided:
 - 2.1 Equipment is properly signed out.
 - 2.2 The Principal approves the out-of-school use.
 - 2.3 The equipment is returned promptly to the school to ensure its availability for use during the instructional day.
3. The Principal is responsible for establishing and communicating procedures regarding the use of school equipment off school premises subject to the above administrative procedure.