

Administrative Procedure 547

PERSONAL USE OF DIVISION EQUIPMENT

Background

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

Procedures

1. The Principal is responsible for establishing and communicating procedures at the school level regarding the use of school equipment off school premises, providing they are in accordance with Division procedures.
2. Use of Division equipment or materials by employees shall not be permitted unless such use directly supports the employee's job-related functions.
3. Staff members wishing to use school equipment for the preparation of lessons, materials, etc. are permitted to take such equipment home provided:
 - 3.1 Equipment is properly signed out.
 - 3.2 The Principal approves the out-of-school use.
 - 3.3 The equipment is returned promptly to the school to ensure its availability for use during the instructional day.

Reference: Section 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act