



REMOVAL OF BOARD EQUIPMENT

POLICY #: F-34

AUTHORITY: 00-126/12-48

POLICY STATEMENT

The Northeastern Catholic District School Board is committed to purchasing tools, hardware, appliances and all other types of equipment, both technical and non-technical, including musical instruments for staff and students that are an essential component of the administration, teaching and learning process.

REFERENCES

Responsible Use of Computer Technology and the Internet
NCDSB Administrative Procedures:
Special Education Policy and Procedure APE005
Removal of Board Equipment Procedure APT003

POLICY REGULATIONS

All future reference in this policy to 'board-owned equipment' will include tools, hardware, appliances, musical instruments, information technology, telephony and non-technology related devices, unless otherwise stated.

The board's expectation is that all board-owned equipment that has been purchased by the board or the school will be used at the location where it was put into service only; any request to remove or transfer this board-owned equipment must be brought to the attention of the Superintendent's office prior to removal from the site location. There are exceptions to this direction, specifically with Information Technology and Telephony Equipment.

Although it is the board's position that all board-owned equipment *should* remain on board-owned premises the board recognizes that from time to time a need exists for a board employee and student to use board-owned equipment at home to complete job-related tasks, projects and homework assignments.

This policy does not apply to Assistive Technology Equipment purchased through the Special Equipment Amount (SEA) Program. You can reference the Special Education Equipment Policy and Administrative Procedure for Comments and Guidelines associated to the take-home rights associated to this equipment.

*The employee or student must complete an **AGREEMENT FOR AUTHORIZED NCDSB EMPLOYEE OR STUDENT TO BORROW EQUIPMENT FORM** and permission must be granted by the designated location authority. Reference the Administrative Procedure called Board Owned Equipment: Agreement for Authorized NCDSB Employee or Student to Borrow Equipment Form.*

The designated location authority is the principal or department manager.