



Northeastern Catholic District School Board

BORROWING BOARD-OWNED EQUIPMENT

Administrative Procedure Number: API003

POLICY STATEMENT

The Northeastern Catholic District School Board is committed to purchasing a wide range of equipment and hardware, both technical and non-technical, for staff and students that are an essential component of the administration, teaching and learning process.

REFERENCES

NCDSB Administrative Procedures:

Special Education Equipment - APE005

NCDSB Policy F-4 Borrowing of Board-Owned Equipment

DEFINITIONS

Board Equipment

Refers to tools, hardware, appliances, musical instruments, information technology, telephony and non-technology related devices purchased by the NCDSB for teaching, learning, or board operation purposes.

Special Equipment Amount (SEA)

The Special Equipment Amount (SEA) provides funding to school boards to assist with the costs of equipment essential to support students with special education needs where the need for specific equipment is recommended by a qualified professional. This equipment is to provide students with accommodations that are directly required and essential to access the Ontario curriculum and/or a board-determined alternative program and/or course and/or to attend school.

PROCEDURES

1.0 GENERAL PROVISIONS

- 1.1 Board-owned equipment should not be removed from the location or locations in which it is intended to be used, except when temporary removal is necessary to carry out repairs and/or adjustments.
- 1.2 The Principal of the school is considered the location authority for the removal of board-owned equipment.
- 1.3 In Board facilities, which are not under the supervision of a Principal, the location authority will be a Manager, a Superintendent, the Director of Education, or the Director of Education's designate.
- 1.4 The borrower is responsible for returning equipment on time and in the same condition as it was when borrowed.

- 1.5 If equipment is damaged or lost through negligence, the borrower will be required to reimburse the Board for the equipment replacement cost. The Finance Department will issue an invoice accordingly.

2.0 STUDENTS BORROWING BOARD-OWNED EQUIPMENT OR TECHNOLOGY

- 2.1 Students who borrow board-owned equipment or technology to complete projects and/or homework assignments must complete the form entitled: *Borrowing Board-Owned Equipment and Technology – Students*. This includes SEA equipment for students.
- 2.2 Timelines for the return of the equipment will be mutually agreed upon between the location authority and the borrower.
- 2.3 Parents/Guardians of student under the age of 18 years old must be made aware of the expectations and financial obligations for loss or damage by negligence.
- 2.4 The student is responsible for the set-up of equipment at home. The ICT department will not provide in-home support at any time.
- 2.5 Board-owned equipment is to be used by the student only, and shall not be shared with friends or family at home.
- 2.6 The provisions of acceptable use shall apply on all Board-owned technology used by students.
- 2.7 In the event that a student leaves the school by transfer or graduation, the student will return the borrowed equipment or technology prior to their departure.

3.0 STAFF BORROWING BOARD-OWNED EQUIPMENT

- 3.1 Staff who borrow board-owned equipment to complete job-related tasks must complete the form entitled: *Borrowing Board-Owned Equipment – Staff*.
- 3.2 Timelines for the return of the equipment will be mutually agreed upon between the location authority and the borrower.
- 3.3 In the event that an employee terminates employment from the Board, the employee will return the borrowed equipment prior to their departure.
- 3.4 The employee is responsible for the set-up and safe use of the equipment at home.
- 3.5 Board-owned equipment is to be used by the employee only, and shall not be shared with friends or family at home.

Director of Education:

Tricia Stefanie Welty

Date:

February 2019