



Northeastern Catholic District School Board

BORROWING BOARD-OWNED EQUIPMENT

Policy Number: F-4

Authority: 00-126/12-48/19-07

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

Borrowing Board-Owned Equipment – API003

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.

POLICY REGULATIONS

1.0 GENERAL PROVISIONS

- 1.1 For all intents and purposes, Board-owned equipment is intended to be used at the location where it was put into service.
- 1.2 Requests to remove or transfer Board-owned equipment must be brought to the attention of the immediate supervisor prior to the removal from the site location.

2.0 STUDENTS BORROWING BOARD-OWNED EQUIPMENT OR TECHNOLOGY

- 2.1 In cases where a student needs to use Board-owned equipment or technology at home for learning purposes, the student must complete the form *Borrowing Board-Owned*

Equipment and Technology - Students in accordance with the appropriate administrative procedures.

- 2.2 The Principal will be responsible to facilitate this process and retain all necessary documentation.
- 2.3 The provisions of this policy also apply to assistive technology equipment purchased through the Special Equipment Amount (SEA) program.

3.0 STAFF BORROWING BOARD-OWNED EQUIPMENT

- 3.1 In cases where an employee needs to use Board-owned equipment at home for work-related tasks, the employee must complete the form *Borrowing Board-Owned Equipment–Staff* in accordance with the appropriate administrative procedure.
- 3.2 Personal use of Board-owned equipment is prohibited.
- 3.3 The provisions of this policy do not apply to the assignment and use of Board-owned technology.