

Administrative Procedures Manual	Administrative Procedure 549
	Personal Use of Division Equipment
	APPROVED: September 2013
Page 1 of 2	AMENDED/REVIEWED: September 2019
LEGAL REFERENCE:	Section 52, 53, 68, 197, 222 Education Act

Background

The Division expends a significant portion of its budget on property, materials and equipment for the purpose of operating its schools and departments.

Given that the Division is publicly funded for the purpose of operating schools, personal use of Division property, materials and equipment, or use by outside organizations shall be restricted to authorized uses.

Procedures

1. Principals and non-school based department heads are accountable for Division and school/department property (land, buildings, equipment materials, supplies, etc.) under their jurisdictions. This includes responsibility to take the necessary measures to safeguard the property, to prevent theft and track damage, theft or loss, and to report any damage theft loss to the Business Services department.
2. Use of equipment or materials by staff is not permitted unless this use directly supports the staff members' job-related functions.
3. Staff members or students wishing to use Division equipment for educational purposes are permitted to take such equipment off site provided:
 - 3.1 Equipment is properly signed out;
 - 3.2 The Principal/Director approves the out-of-school use; [Use of Division Equipment/Materials - Division Employee \(Form 549-1\)](#)
 - 3.3 The equipment is returned promptly to the school to ensure its availability for use during the instructional day; and
 - 3.4 The person using the equipment is held liable for costs of repair or replacement required as a result of personal use.
4. Employees shall not use Division property, materials and equipment for personal benefit or gain except where allowed specifically in Division administrative procedures. In limited circumstances employees may be authorized to develop materials and collect royalties.
5. Employees inappropriately using Division property, equipment or materials shall be subject to discipline, up to and including dismissal.
6. The Division recognizes that some personal use of Division property (not including cash), materials or equipment, with a nominal cost to the Division, is acceptable.
 - 6.1 Such acceptable nominal cost usage includes:

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- 6.1.1 Use of the Division telephones for local calls:
- 6.1.2 Personal use of Division computers (subject to restrictions contained in [Administrative Procedure 140 - Computer and Network Responsible Use](#);
- 6.1.3 Occasional use of Division fax machines for local faxes; and
- 6.1.4 Occasional use of photocopiers for a few pages.
- 6.2 The onus is on the employee to use sound judgement in this regard, and to ensure that they have supervisory prior approval if there could be any perception of inappropriate usage.
- 6.3 Inappropriate use could result in discipline, up to and including dismissal.
- 7. When, under extraordinary unforeseen circumstances, employees, students and volunteers need Division equipment or materials for personal use, they shall have prior approval from their supervisor or in the case of students, from their teacher. Prompt reimbursement to the Division shall be provided.