

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
AUTHORIZED USE OF SCHOOL- / DIVISION-OWNED EQUIPMENT	EDC

I. POLICY

The Louis Riel School Division believes that judicious management of school- and division-owned property is an important part of its stewardship responsibility.

The Division also believes that the most appropriate use of school- and division-owned equipment is for educational purposes, on and within Division properties.

Notwithstanding, the Division believes it reasonable that employees take Division equipment from a school-site or divisional worksite for professional use.

II. GUIDELINES

Equipment loans cannot negatively affect the educational programs of the Division's schools or the appropriate functioning of Divisional workplaces.

III. PROCEDURES

Employees who wish to take school- or division-owned equipment off-site shall make the request in writing to their immediate Principal/supervisor.

When the Principal/supervisor grants approval for the request, the employee shall assume full responsibility for loss, damage, or theft of the borrowed item, to include replacement of the item.

Adopted:	May 2, 2006	Legal References:
Revised:	February 5, 2019	