

## POLICIES, GUIDELINES AND PROCEDURES

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

### I. POLICY

The Louis Riel School Division (Division) believes that judicious management of school- and division-owned equipment is an important part of its stewardship responsibility, consistent with section 72(1) of [The Public Schools Act](#). Accordingly, the following **GUIDELINES** and **PROCEDURES** shall guide the use of school- and division-owned equipment.

### II. GUIDELINES

- A. For the purposes of this policy, equipment includes but is not limited to:
  - custodial supplies and equipment (cleaning supplies, tools, etc.)
  - furniture (tables, chairs, shelves, desks, etc.)
  - information technology equipment (computers, projectors, peripherals, etc.)
  - musical equipment (instruments, microphones, speakers, etc.)
  - physical education equipment (balls, nets, sticks, etc.)
  - vehicles (school buses, vans)
- B. School- and division-owned equipment must be used for educational purposes.
- C. Principals and supervisors may authorize staff to use school- or division-owned equipment off-site.
- D. Principals and supervisors may authorize the loan of school- or division-owned equipment provided that there is no negative effect on the educational programs of the Division's schools or the appropriate functioning of Divisional workplaces.

### III. PROCEDURES

- A. With respect to the use of school- or division-owned equipment, employees must avoid placing themselves in situations of perceived and/or actual conflict of interest, as per [Policy GBEA: Staff Ethics: Conflicts of Interest](#).
- B. Employees may only take school- or division-owned equipment off-site for professional use and with the prior approval of their immediate Principal/supervisor.
- C. 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.

<b>Adopted:</b>	May 2, 2006	<b>Legal References:</b> Sections 71 & 72(1), <a href="#">The Public School Act (Manitoba)</a>
<b>Revised:</b>	February 5, 2019; November 5, 2024	