

ADMINISTRATIVE PROCEDURES

SECTION:	500 – BUSINESS PROCEDURES	CODE:	AP 548
PROCEDURE:	USE OF SCHOOL EQUIPMENT		

BACKGROUND

Division equipment is provided for the educational use of students and staff. Use of Division equipment for personal or private business, for product advertisement, political lobbying, or activities contrary to the law or Division procedures is forbidden.

PROCEDURES

1. Community groups may rent school equipment in conjunction with the use of school facilities. Refer to rental forms for available equipment and rental rates. Rented equipment must remain on school property.
2. Rental of any equipment will be denied if the use negatively affects the normal operation of the Division.
3. The Division acknowledges that, under certain circumstances, members of its staff or students may require the use of Division-owned equipment, for class related usage outside of school hours. Staff members and students shall request permission from their Principal to use school equipment or materials off-site – and shall complete a Use of School Equipment Form (Form 548-1). Borrowed equipment shall be returned promptly to the school to ensure its availability for use during the instructional day.
4. Staff members may borrow school equipment to present programs for community and/or nonprofit organizations.
5. The use of Division facilities and equipment by staff for fitness type activities is encouraged. Sports and outdoor education equipment shall not be removed from the school premises for personal use.
6. The use of Division owned vehicles for staff personal use is not permitted.
7. The Division expects that its computers or computer software or other items of Division equipment will be used in ways that do not violate copyright laws or laws of this province or country.
8. Anyone using borrowed school equipment or materials is responsible for the items and shall pay the replacement costs or the actual cost of repairs for damage incurred during the course of its use.

Reference: Sections 85, 87, 108, 109, 110 343, Education Act

Date Issued: November 21, 2007

