

## **Administrative Procedure 559 - Personal Use of Division Equipment and Materials**

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### **Background**

Equipment owned by the Division has been purchased with public funds. As a result, the Division has a responsibility to ensure the equipment is used for the purpose for which it was intended.

Equipment and materials are to be used for educational purposes only. Staff must not use division equipment and/or materials for personal use.

### **Procedures**

1. Use of equipment or materials by staff is not permitted unless this use directly supports the staff members' job related functions.
2. Staff members wishing to use school equipment for the preparation of lessons, materials, etc., are permitted to take such equipment home provided:
  - 2.1 Equipment is properly signed out;
  - 2.2 The Principal or budget manager approves the out-of-school use;
  - 2.3 The equipment is returned promptly to the school to ensure its availability for use during the instructional day; and
  - 2.4 The person using the equipment is held liable for costs of repair or replacement required as a result of personal use.
3. Exceptions to this administrative procedure, including the use of equipment or materials for personal use, must be approved in writing by the Secretary Treasurer.

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Reference: Section 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act

Effective: 2021-04-03

Amended: