

## PERSONAL USE OF DIVISION FACILITIES, EQUIPMENT AND MATERIALS

### Background:

Equipment owned by the Division has been purchased with public funds, on a tax-exempt basis. 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 and business-related purposes only.

### Definitions:

#### Specialty Area:

is an area—such as the CTS lab, theatre/drama room, cafeteria, kitchen, science room, library, music room or fitness room—where specialized/expensive materials are housed and may be at risk of being damaged or stolen.

### Procedures:

1. Use of facilities, equipment or materials by employees is not permitted unless this use directly supports the employee's job-related functions.
2. Employees wishing to use school/department equipment for the preparation of lessons, materials, etc. are permitted to take such equipment home provided:
  - 2.1. the equipment is properly signed out;
  - 2.2. the Principal/Director approves the out-of-school/department use;
  - 2.3. the equipment is returned promptly to ensure its availability for use during the instructional/operational 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. Specialty areas, tools, equipment and consumable materials shall not be used for personal benefit, enjoyment or other purposes.
4. Division facilities shall not be used for storage of items unrelated to the Division or school/department operations.

### Reference:

Section 52, 53, 68, 197, 204, 222, 225 *Education Act*