

PERSONAL USE OF DIVISION EQUIPMENT AND MATERIALS

Background

The Division believes that because it is publically funded for the purpose of operating schools, personal use of Division property, materials and equipment by employees and trustees, shall be restricted to only authorized use.

Procedures

1. Administrators and supervisors are accountable for Division and school/department property (land, buildings, equipment, supplies, etc.). This includes responsibility to take the necessary measures to safeguard the property against theft/damage/loss and to report any theft/damage/loss to the Assistant Superintendent - Business.
2. Use of equipment or materials by staff is not permitted unless this use directly supports the staff members' job related functions.
3. Employees and trustees shall not use Division property, materials and equipment for personal benefit or gain.
4. The Division recognizes that some personal use of Division property (not including cash), materials or equipment, with a nominal cost to the Division, is acceptable.
 - 4.1 Such acceptable nominal cost usage includes:
 - 4.1.1 Use of the Division telephones for local calls:
 - 4.1.2 Personal use of Division computers (subject to restrictions contained in Administrative Procedure 140 – *Technology (Internet/Network) Acceptable Use*;
 - 4.1.3 Occasional use of Division fax machines for local faxes; and
 - 4.1.4 Occasional use of photocopiers for a few pages.
 - 4.2 The onus is on the employee and trustee to use sound judgement in this regard, and to ensure that they have supervisory prior approval if there could be any perception of inappropriate usage.
5. Inappropriate use of Division property, equipment or materials shall be subject to discipline, up to and including termination of employment.
 - 5.1 Employees shall be subject to discipline, up to and including termination of employment.
 - 5.2 Board Executive will deal with breaches of this administrative procedure by trustees.

Reference: Section 20, 60, 61, 113, 116 School Act

Related APs: Technology (Internet/Network) Acceptable Use (140)

Amended: February 2018