



Administrative Procedure 549

USE OF DISTRICT EQUIPMENT, TOOLS AND SUPPLIES

Background

District equipment, tools and supplies are available for educational purposes to be utilized within the school facility.

Procedures

1. District equipment, tools and supplies may be removed from the District sites by employees for educational purposes only with the authorization of the Principal, the Director of Facilities, Transportation and Capital Projects or the Director of Information Systems and Technology.
2. The employee shall assume responsibility for the equipment, including its replacement if it is damaged or stolen while out of the school building. Employees must therefore ensure that such equipment is covered under their homeowners' insurance policy, or arrange other coverage as required.
3. District equipment, tools and supplies will not be available for personal use of employees or public except in special circumstances with authorization of the Principal, the Director of Facilities, Transportation and Capital Projects or the Chief Officer of Technology and Information.
4. The Superintendent may approve, on certain occasions where there is educational benefit or official Civic benefit, the printing of non-District material on the District's printing equipment, provided there is no cost to the District.
5. Community use of buildings and grounds is governed by [Administrative Procedure 550](#).

Reference: Sections 17, 18, 20, 22, 23, 65, 85 School Act
Workers' Compensation Act
Occupational Health and Safety Regulation

Adopted: December 3, 1973
Revised: September 19, 1988; December 15, 2020