



# Northeastern Catholic District School Board

## **BORROWING BOARD-OWNED EQUIPMENT AND TECHNOLOGY**

**Policy Number: E-29**

**Authority: 22-20**

### **POLICY STATEMENT**

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The Northeastern Catholic District School Board (NCDSB) is committed to providing a wide range of equipment and hardware, both technical and non-technical, for staff and students that are an essential component of the administration, teaching and learning process.

The NCDSB believes that equipment and technology are integral components to the effective operations of its Catholic school system and when used to its full potential, these resources will enhance teaching, learning, leadership, and collaboration.

### **REFERENCES**

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NCDSB Policy

I-2 Responsible Use of Information and Communication Technology

NCDSB Administrative Procedure

APE005-1 Special Education Equipment

API002 Responsible Use of Information and Communication Technology

### **DEFINITIONS**

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#### **Board-Owned Equipment**

Refers to tools, hardware, appliances, musical instruments, and non-technology related devices purchased by the NCDSB for teaching, learning, or board operation purposes.

#### **Board-Owned Technology**

Refers to information technology, telephony and other technology related devices purchased by the NCDSB for teaching, learning, or board operation purposes.

#### **Special Equipment Amount (SEA)**

The Special Equipment Amount (SEA) provides funding to school boards to assist with the costs of equipment essential to support students with special education needs where the need for specific equipment is recommended by a qualified professional. This equipment is to provide students with accommodations that are directly required and essential to access the Ontario curriculum and/or a board-determined alternative program and/or course and/or to attend school.

## **POLICY REGULATIONS**

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### **1.0 GENERAL PROVISIONS**

- 1.1 For all intents and purposes, Board-owned equipment and technology are intended to be used for work-related purposes and in the location and/or person to which it was assigned.
- 1.2 Requests to remove or transfer Board-owned equipment must be brought to the attention of the immediate supervisor prior to the removal from the site location.
- 1.3 Staff and students will demonstrate care for Board-owned equipment and technology assigned to them for the purposes of teaching and learning.

### **2.0 STUDENTS BORROWING BOARD-OWNED EQUIPMENT OR TECHNOLOGY**

- 2.1 In cases where a student needs to use Board-owned equipment or technology at home for learning purposes, the student must complete the required form *Borrowing of Board-Owned Equipment and Technology – Students*.
- 2.2 The Principal will be responsible to facilitate this process and retain all necessary documentation.
- 2.3 The provisions of this policy also apply to assistive technology equipment purchased through the Special Equipment Amount (SEA) program.
- 2.4 Students will return Board-owned equipment and technology when they leave the school and/or NCDSB.

### **3.0 STAFF BORROWING BOARD-OWNED EQUIPMENT OR TECHNOLOGY**

- 3.1 In cases where an employee needs to use Board-owned equipment or technology at home for work-related tasks, the employee must complete the required form *Borrowing of Board-Owned Equipment and Technology – Staff*.
- 3.2 Staff will complete an acknowledgement form at the start of every school year, or upon hire, to confirm their understanding of responsibilities relating to the assignment and use of Board-owned equipment and technology.
- 3.3 Staff must report incidents of loss or vandalism to their immediate supervisor. In cases of negligence, financial implications to the employee may be applied.
- 3.4 Personal use of Board-owned equipment is prohibited.
- 3.5 Staff will return Board-owned equipment at the time of resignation, retirement, dismissal, unpaid leave, or end of employment.