



Northeastern Catholic District School Board

ASSIGNMENT AND USE OF BOARD-OWNED TECHNOLOGY - STAFF

Policy Number: I-3

Authority: 19-43

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to providing current technology and equipment in support of the roles and responsibilities of its staff. The NCDSB believes that technology is an integral component to the effective operations of its Catholic school system and when used to its full potential, technology will enhance teaching, learning, leadership, and collaboration.

REFERENCES

NCDSB Staff - Acknowledgement Form

DEFINITIONS

Board-Owned Technology

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

POLICY REGULATIONS

- 1.0 For all intents and purposes, Board-owned technology is to be used for work-related purposes and in the location and person to which it was assigned.
- 2.0 Staff will demonstrate care for Board-owned technology assigned to them for the purposes of carrying out their duties and responsibilities.
- 3.0 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 technology.
- 4.0 Staff will return Board equipment at the time of resignation, retirement, dismissal, unpaid leave, or end of employment.
- 5.0 Staff must report incidents of loss or vandalism to their immediate supervisor. In cases of negligence, financial implications to the employee may be applied.