
HORIZON SCHOOL DIVISION

Policy Code: EDBA
Policy Title: Portable Division Equipment and Resources

POLICY HANDBOOK

Cross Reference:
Legal Reference:
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June 21, 2011

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT PORTABLE EQUIPMENT PURCHASED BY THE DIVISION OR A SCHOOL REMAINS THE PROPERTY OF THE DIVISION. DIVISION-OWNED EQUIPMENT IS INTENDED FOR EDUCATIONAL PURPOSES AND SCHOOL SPONSORED FUNCTIONS.

REGULATIONS

1. Principals, in consultation with staff and school council, shall develop policy for portable equipment purchased through decentralized or other funds that include the following:
 - 1.1 An accurate, up-to-date inventory of portable technology equipment that shall be reviewed annually and submitted to Division Office.
 - 1.2 Procedures for security of equipment when housed in the school, including extended holidays.
 - 1.3 Procedures for staff and students' use of equipment outside of the school context.
2. Horizon School Division shall maintain an accurate, up-to-date inventory of all portable equipment purchased directly by Division office. This inventory shall be reviewed annually.
3. Division Office will advise schools as to the required content of an inventory at the school level (eg. minimum purchase cost, serial number, model, etc.)
4. Use of Division purchased portable equipment (examples: lap top computers, digital cameras, image projectors, video cameras, computers, etc.) is intended for school related work. Any other use by individuals, where permitted, shall be the sole responsibility of that individual including repair and/or replacement of equipment.
5. Employees that use cell phones that are paid for by the division shall be responsible for their security and care. Cell phones are intended solely for school division business unless payment to the employee is a partial cost allowance that facilitates joint business/personal use.
6. Schools that make use of division owned equipment shall be responsible for care of the equipment while it is at their school. Schools that lose or damage any division owned equipment while it is at their school shall be accountable for repair or replacement. Schools shall be responsible for completing any inventory checklist that accompanies the equipment.
7. Upon termination of employment with Horizon School Division, any portable equipment being used by the employee shall be returned to Horizon School Division.