



POLICY: EDC
SUBJECT: AUTHORIZED USE OF
DIVISION-OWNED EQUIPMENT,
SUPPLIES, TOOLS & TECHNOLOGY
APPROVAL DATE: March 17, 2008
REVISION DATE: June 4, 2018, March 4, 2019
PAGE: 1 of 2

1. GENERAL

All equipment, supplies, tools and technology purchased by the WSD are the property of WSD and must be used only in the interest of the Division and appropriate precautions must be taken to minimize the potential for theft, misuse or damage.

2. DEFINITIONS

Equipment includes but is not limited to: shredder, photocopier, school equipment, basketball hoops, volleyball sets, gym mats, and gymnastic equipment.

Supplies includes but is not limited to: all stationery (paper, pens, text books, binders, folders, stapler etc), cleaning and washroom supplies

Tools includes but is not limited to: hand tools (hammer, wrenches, screwdrivers), ladder, construction material

Technology includes but is not limited to: computer, laptops, iPad, projectors

3. RESPONSIBILITIES

3.1 Staff:

It is the responsibility of all staff to exercise due care in the use and safeguarding of equipment, supplies, tools and technology purchased by the WSD for their assigned duties.

3.2 Administrator/Manager:

Each School Administrator or Building Manager shall ensure that the school/building has appropriate measures in place to safeguard the equipment and tools and shall communicate these safety measures to the appropriate staff.

4. PERSONAL USE

4.1 No equipment, supplies, tools or technology of any kind belonging to the WSD shall be taken off school property by staff for their personal use without the consent of their immediate supervisor.

4.2 The use of Division's or personal devices to access online content must not interfere or disrupt the school or work environment.

4.3 All staff is encouraged and advised to store any personal content on web based storage services such as OneDrive or iCloud, as any content stored on WSD owned devices may be subject to a review in the event of a report of any privacy breaches or violations of applicable legislation or Division Policies.



POLICY: EDC
SUBJECT: AUTHORIZED USE OF
DIVISION-OWNED EQUIPMENT,
SUPPLIES, TOOLS & TECHNOLOGY
APPROVAL DATE: March 17, 2008
REVISION DATE: June 4, 2018, March 4, 2019
PAGE: 2 of 2

5. PROFESSIONAL USE OF DIVISION EQUIPMENT

Staff may be permitted to take WSD owned equipment, supplies, tools and technology off WSD property provided that:

- a) such situations are necessitated by WSD needs (presentations, work-related)
- b) staff received prior written approval from the staff's immediate supervisor
- c) the immediate supervisor retains the approval form and ensures that the equipment is returned in good condition.

6. CONSEQUENCES

- 6.1 Failure to exercise due care in the use and safeguarding of WSD owned equipment, supplies, tools and technology or the personal use of WSD owned equipment, supplies, tools and technology shall be discussed with the staff, documented in the staff's personnel file and may lead to disciplinary action.