



Northeastern Catholic District School Board

BORROWING BOARD-OWNED EQUIPMENT AND TECHNOLOGY

Policy Number: E-29

Authority: 22-20

PLP equipment and hardware, both technical and non

POLICY REGULATIONS

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-