

## **POLICY – PO420**

### **Use of Board and School Equipment and Materials**

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Area: Operations  
Source: Superintendent of Business Services

Approved: May 24, 2005  
Revised: Nov. 9, 2020

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#### **1. Introduction**

The Durham Catholic District School Board strives to achieve educational excellence by ensuring that Board equipment and materials are used to support the improvement of student achievement or Board approved functions or events.

#### **2. Definitions**

Nil

#### **3. Purpose**

The purpose of this policy is to provide all members of the Durham Catholic District School Board with direction for the appropriate use of Board equipment and materials.

#### **4. Application / Scope**

This policy applies to every member of the Durham Catholic District School Board, including, but not limited to staff, trustees, students and parents/guardians.

#### **5. Principles**

5.1 The Board recognizes that:

- a) Board equipment and materials are provided to enhance student achievement and well-being which can involve school and Board functions and events;

- b) Teaching and learning processes and school and Board functions and events may necessitate the use of Board equipment and/or materials off Board premises;
- c) Personal use of Board equipment and materials is not permitted under any policy of the Board.

## **6. Requirements**

- 6.1 The Director of Education shall issue administrative procedures to support this policy and to amend them thereafter as the need arises.
- 6.2 All members of the Durham Catholic District School Board, including but not limited to trustees, staff, parents/guardians and students shall use Board equipment and materials for the purpose of the improvement of student achievement or Board sanctioned events or activities.
- 6.3 Permission from the principal or appropriate supervisor is required in situations where Board equipment or materials is taken off Board premises for Board sanctioned activities and events.
- 6.4 In situations, where Board equipment or materials are used off Board premises the Principal, or appropriate supervisor shall be responsible for the care and safe keeping of any equipment and materials.

## **7. Sources**

Nil

## **8. Related Policies and Administrative Procedures**

Nil