



**POLICY:** EDC  
**SUBJECT:** AUTHORIZED USE OF  
DIVISION-OWNED EQUIPMENT  
**APPROVAL DATE:** March 17, 2008  
**REVISION DATE:**  
**PAGE:** 1 of 1

---

**1. General:**

Equipment and tools that are the property of The Winnipeg School Division 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. Responsibilities:**

**2.1 Employees:**

It is the responsibility of all employees to exercise due care in the use and safeguarding of equipment and tools purchased by The Winnipeg School Division for their assigned duties.

**2.2 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.

**3. Personal Use of Equipment and Tools:**

No equipment or tools of any kind belonging to the Winnipeg School Division shall be used by employees for their personal use.

**4. Professional Use of Division Equipment**

Employees may be permitted to take Division – owned equipment off Division property provided that:

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

**5. Consequences:**

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