Administrative Procedure 447

Personal Use of Board-Owned Equipment, Property and Resources

1. Purpose

1.1. The purpose of this procedure is to ensure that all Board-owned equipment, property, facilities, vehicles, materials, and resources are used solely for authorized educational and operational purposes. The Board is committed to responsible stewardship of public assets and expects all employees, trustees, volunteers, contractors, and other authorized users to use Board resources in a manner that supports the Board's mission and protects public trust.

2. Application

Board-owned equipment, property, facilities, materials, supplies, vehicles, technology systems, and other resources shall not be used for personal benefit, private business activities, political purposes, or any unauthorized purpose.

Notwithstanding the aforementioned, please refer to AP 146 – Digital Citizenship for information and expectations related to Board issued phones and laptops.

Vehicles and Motorized Non-Licensed Vehicles

2.1. Private use by employees or public use by community members is strictly prohibited for all board-owned vehicles including motorized non-licensed vehicles (riding grass cutters, snow clearing machinery, genie lifts, forklifts, backhoes, etc

Facility Services and School Shop Machinery, Tools and Equipment

2.2. The personal use of shop or custodial machinery, tools and equipment, whether belonging to facility services or to a classroom, is not permitted by employees or community members.

2.3. Portable power and hand tools, ladders and scaffolding are not to be removed from board property.

2.4. Individuals entrusted with Board resources are responsible for ensuring that such resources are used only in support of Board-approved programs, services, operations, and activities.

2.5. Unauthorized personal use of Board property may constitute misconduct and may result in disciplinary action, reimbursement of costs, revocation of privileges, termination of employment or contracts, and/or legal action where appropriate.

3. Scope

3.1. This administrative procedure applies to:

- Trustees
- Employees
- Temporary and casual staff
- Volunteers
- Students (where applicable)
- Consultants and contractors
- Any individual granted access to Board property or resources

4. Definitions

4.1. Board Property and Resources

4.1.1. Includes, but is not limited to:

- Buildings and facilities

- Classrooms, gymnasiums, weight rooms, offices, and meeting spaces
- Vehicles and transportation equipment
- Tools, machinery, and maintenance equipment
- Furniture and office equipment

4.2. Personal Use

4.2.1. Any use that is unrelated to Board business, educational programming, or authorized Board activities, including activities that provide direct or indirect personal, financial, commercial, political, or organizational benefit to an individual or external entity.

4.3. Prohibited Uses

4.3.1. The following activities are prohibited unless specifically authorized, in writing, by the Chief Executive Officer or designate:

4.4 Personal Business Activities

4.4.1. Using Board property or resources to:

- Operate or support a private business
- Conduct consulting work unrelated to Board duties
- Advertise, market, or sell goods or services
- Generate personal income

4.5. Personal Projects

4.5.1. Using Board equipment, tools, supplies, vehicles, facilities, or materials for personal projects, repairs, construction, hobbies, or recreational activities.

4.6. Personal Financial Benefit

4.6.1. Using Board resources to obtain personal / family gain, discounts, services, or other benefits not available to the public.

4.7. Political Activities

4.7.1. Using Board resources to support, oppose, promote, or campaign for:

- Political candidates
- Political parties
- Advocacy organizations
- Referendums or ballot initiatives except where required as part of approved curriculum or civic education programs.

4.8. Unauthorized Removal of Property

4.8.1. Removing Board property from Board premises for personal purposes without authorization.

5. Accountability and Monitoring

5.1. All users of Board resources shall:

- Protect Board property from loss, damage, theft, or misuse.
- Report suspected misuse promptly.
- Cooperate with investigations regarding alleged misuse.
- Maintain accurate records where required.

5.2. The Board may monitor, audit, inspect, and review the use of Board property,

vehicles, equipment, facilities, electronic systems, records, and resources to ensure compliance with this procedure and applicable legislation.

5.3. Users should have no expectation of privacy when using Board-owned vehicles, equipment, systems, or networks, subject to applicable privacy legislation.

6. Reporting Violations

6.1. Any employee, trustee, volunteer, contractor, or member of the public who becomes aware of suspected misuse of Board resources should report the matter to their immediate supervisor, as appropriate, who will inform the Superintendent of Human Resources and/or Chief Executive Officer, as appropriate. Where the employee's immediate supervisor is at issue, the next level supervisor should be informed of the concerns. Contractors or members of the public should report the concern to the Superintendent of Human Resources.

6.2. Reports will be handled in accordance with Board procedures and applicable legislation.

7. Consequences of Non-Compliance

7.1. Violations of this policy may result in one or more of the following:

- Verbal or written warning.
- Revocation of access privileges.
- Restitution or reimbursement of costs.
- Disciplinary action up to and including termination of employment.
- Cancellation of contracts.
- Reporting to regulatory or law enforcement authorities where warranted.
- Civil recovery of losses.

8. Return of Board Property & Equipment

8.1. All LDSB vehicles and equipment remains the exclusive property of the Board.

8.2. All Board equipment/property must be returned upon request and, in any event,

upon the end of employment including keys, access cards, laptops, vehicles, machinery and tools.

8.3 Failure to return Board equipment/property may result in the Board taking appropriate action to recover the equipment/property or its value, consistent with applicable legislation, collective agreements and Board procedures. Where appropriate the Board reserves the right to report the non-return or suspected unlawful retention of Board property to the police or other appropriate authorities.

9. Employee Sign-Off

9.1 Staff will complete an acknowledgement form at the start of every school year, or upon hire, to confirm their understanding of responsibilities relating to the assignment and use of Board-owned equipment and technology.

Related Procedures and Legislation
Administrative Procedure 403 – Conflict of Interest
Administrative Procedure 146 – Digital Citizenship
Administrative Procedure 415 – Employee Progressive Discipline
Administrative Procedure 499 – Protected Disclosure
Administrative Procedure 506 – Tangible Capital Asset Management
Administrative Procedure 550 – Community Use of Schools
Administrative Procedure 553 – Fraud Reporting