

SCHOOL DISTRICT NO. 48 (SEA TO SKY)

REGULATION SERIES 800 - BUSINESS PROCEDURES

R 804	PROPERTY & EQUIPMENT
R 804.1	Employee Use of School Equipment

This Regulation and the accompanying Administrative Procedure specify the requirements for employee use of school equipment.

1. The equipment will be operated only by School District No. 48 (Sea to Sky) personnel.
2. The employee accepts full responsibility for returning the equipment in good order.
3. The removal of the equipment will not adversely affect the operation of the school in any way.
4. The equipment will be used only for:
 - 4.1 acquiring knowledge or expertise relevant to the employee's job responsibilities; or
 - 4.2 developing materials relevant to the employee's job responsibilities; or
 - 4.3 fulfilling other aspects of the employee's job responsibilities.
5. It is the employee's responsibility to replace any equipment that is lost or stolen while in the custody of the employee.