



Use of Equipment and Materials

Background

KTCEA understands that use of its equipment and materials outside of school or office hours can be a benefit to students and staff.

Guidelines

Students and staff may use certain equipment and materials for personal education purposes if they are used responsibly.

#	Procedure	Roles & Responsibilities
1.	<p>Students or staff wishing to use KTCEA equipment or other materials for educational purposes may take them off site providing</p> <ol style="list-style-type: none"> 1.1 the teacher, in the case of students, or the Principal, Director or Site Manager in the case of staff, approves the off-site use. 1.2 the borrowed item is returned each day and is available for others to use during school or office hours. 1.3 the item is properly signed out in a manner that records the dates and times it is borrowed. 1.4 the borrower assumes the responsibility to repair or replace the item if it becomes damaged in any way and without exception. 1.5 the borrower is fully qualified to use the equipment or materials. 	<p>Superintendent, Students, Principals, Associate Superintendents, Site Managers, Staff</p>

Definitions:

Not applicable

References:

KTCEA Policy 3 – Respectful, Caring and Safe Schools and Workplaces

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.