



**YORK REGION DISTRICT SCHOOL BOARD  
Policy and Procedure #441.0  
Loan of Board-Owned Equipment (Students)**

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**Application**

The Loan of Board-Owned Equipment (Students) policy and procedure support the loan of portable Board-owned equipment to students for non-commercial educational purposes as part of the school program.

**What has changed?**

Major Changes to the Document	<i>Wording has been simplified and content has been moved from policy to procedure to reflect operational responsibilities.</i>
Reason for Revisions	<i>Four-year cyclical review</i>
Who is affected by these changes and what is the impact on current practice?	<i>There are no major changes to existing practice.</i>
Implementation Timelines	<i>Immediate</i>
Lead Superintendents/ Subject Matter Expert	<i>Chief Financial Officer Chief Technology Strategist</i>

**Who has responsibilities?**

- Board of Trustees
- Director of Education
- Principals
- Students
- Parents

**How is this policy and procedure related to Board priorities?**

The Loan of Board-Owned Equipment (Students) policy and procedure addresses the goal of stewardship of Board Resources identified in the Multi-Year Plan by establishing accountability for Board operations and enhancing confidence in public education through responsible guardianship of Board assets and equipment.

**What are the timelines and next steps?**

This policy and procedure was adopted as a working document for six school months at the May 2, 2017 Board meeting. Comments received during this time will be scheduled for consideration at the appropriate committee meetings.

**How do I find out more or provide feedback?**

Questions about this policy and/or procedure should be raised with your principal, manager or supervisor. If additional clarification is required, principals, managers and supervisors may contact the lead superintendent and/or subject matter expert.

In accordance with Board Policy #285.0, Board Policies, Procedures and Supporting Documents, the Board welcomes all comments and suggestions on Board policy.

Input is an important component of the review process. If you feel a policy and/or procedure needs to be revised, it is most helpful if you:

- Outline clearly the specific section(s) of the policy and/or procedure in which you are not comfortable;
- Identify the reason(s) for your concern(s); and
- Suggest specific alternate wording to reflect your position.

Specific recommendations or questions about the policy and procedure review process should be submitted via e-mail at [policy.committee@yrdsb.ca](mailto:policy.committee@yrdsb.ca), or to the attention of the Assistant Manager, Corporate Secretariat and Trustee Services at [policy.committee@yrdsb.ca](mailto:policy.committee@yrdsb.ca).

*It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.*



# Board Policy #441.0 Loan of Board-Owned Equipment (Students)

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## Policy Statement

The York Region District School Board supports the loan of portable Board-owned equipment to students for non-commercial educational purposes as part of the school program, including equipment purchased through Special Equipment Amount (SEA).

## Responsibilities

*The Board of Trustees is responsible for:*

- reviewing the Loan of Board-Owned Equipment (Students) policy in accordance with the approved policy review cycle; and
- understanding and communicating with members of the community about the Loan of Board-Owned Equipment (Students) policy.

The Director of Education is responsible for:

- implementing and operationalizing the Loan of Board-Owned Equipment (Students) policy.

*Associate Directors of Education, Coordinating Superintendent(s) of Education and Superintendents of Education are responsible for;*

- supporting the implementation of the Loan of Board-Owned Equipment (Students) policy and procedure.

*Principals are responsible for:*

- ensuring that loaned equipment is available for school program or office use during the regular instructional day; and
- ensuring that parents and students understand that they are responsible for any loss or damage that occurs to Board equipment while under their care.

*Parent(s)/guardian(s) and students are responsible for:*

- ensuring that Board equipment is used in accordance with the [Board Policy #194.0, Use of Technology](#) policy and procedure.

## History

Approved: 2007

Working Document: April 2012, May 2017

Revised: February 2013

Status: Working Document



## Board Procedure #441.0 Loan of Board-Owned Equipment (Students)

This procedure outlines how staff manages the loan of Board-owned equipment for non-commercial educational purposes to students.

### Responsibilities

*The Director of Education shall:*

- allocate staff and resources to support the Loan of Board-Owned Equipment (Students) procedure.

*The Associate Directors of Education, Coordinating Superintendent(s) of Education and Superintendents of Education shall:*

- support principals in the loan of Board-owned equipment to students.

*Principals shall:*

- facilitate and monitor the loan of Board-owned equipment by students;
- approve requests from students to borrow Board-owned equipment to be used as part of the instructional program and ensure that;
  - the time period for a loan of equipment, other than special education equipment purchased to support an individual student's learning needs, shall be no longer than one evening or one weekend during the school year so that all equipment is in the school during the regular instructional day,
  - the loan of Board-owned equipment to students does not interfere with other programs or the regular servicing of the equipment,
  - a record is kept of all borrowed equipment on file in the school (including a description of the equipment with the serial number, the date of the loan, the signature of the borrower of the equipment, the date of return and confirmation by the principal that the item has been returned in working order),
  - records of borrowed Board-owned equipment are made available upon request to representatives from Business Services or the Board's external auditors, and
  - parents sign a [letter](#), provided by the Board's Student Services Department, acknowledging their responsibilities for special education equipment that was purchased by the Board to support their child's learning needs
- investigate cases of lost or damaged equipment;
- consider cases individually when assigning damage or loss; and
- assist Administrative Services in determining a fair valuation of equipment replacement, as required.

*Administrative Services shall:*

- ensure Board-owned equipment that has been lost or damaged and requires replacement be valued fairly.

*Students shall:*

- only borrow Board-owned equipment with the prior approval of their school principal;
- not use Board-owned equipment for commercial purposes;
- return all Board-owned equipment loaned to them as agreed upon or upon request by their principal;
  
- if over the age of 18 or withdrawn from parental control;
  - sign a letter provided by the principal indicating they understand that in the event of any loss, theft or damage to the equipment, it is their responsibility to cover the cost of repairs or replacement, and
  - be responsible for any loss or damage which occurs to Board equipment while under their care; and
  - understand that the privilege of borrowing Board-owned equipment may be revoked if repeated damage or misuse of equipment occurs.

*Parents shall:*

- be financially responsible for any loss or damage which may occur to Board-owned equipment that has been loaned to the student under the age of 18;
- in the event of any loss, theft or damage to the equipment, be responsible for the cost of repair or replacement;
- upon request, consult with the principal to assist in determining a fair valuation of equipment requiring replacement;
- sign a letter provided by the principal indicating they understand that in the event of any loss, theft or damage to the equipment, it is their responsibility to cover the cost of repairs or replacement; and
- understanding that special education equipment, purchased by the York Region District School Board to support the program needs of their child;
  - remains the property of the Board while the student is enrolled in a public school in York Region,
  - remains the property of the Board if the student transfers to a private school or to home schooling as we do not transfer here in compliance with SEA guidelines,
  - becomes the property of another school board in Ontario if their child transfers out of the York Region District School Board and the receiving school board requests the equipment, and
  - remains the property of the York Region District School Board once the child graduates from a public school in York Region or if the child moves out of the province of Ontario.

**History**

Approved: 2007

Revised: February 2013

Working Document: April 2012, May 2017

Status: Working Document