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**HORIZON SCHOOL DIVISION**

**Policy Code:** EDDBA  
**Policy Title:** Portable Division Equipment and Resources

**POLICY HANDBOOK**

**Cross Reference:** FD  
**Legal Reference:**  
**Adoption Date:** Dec. 13, 2001  
**Amendment or Re-  
affirmation Date:** Sept 26, 2022  
**October 24, 2022**

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT PORTABLE EQUIPMENT PURCHASED BY, OR DONATED TO THE DIVISION REMAINS THE PROPERTY OF THE DIVISION. DIVISION-OWNED EQUIPMENT IS INTENDED FOR EDUCATIONAL PURPOSES AND DIVISION SUPPORTED ACTIVITIES.

**DEFINITION**

Portable equipment: includes any school division owned equipment that is portable and may be removed from the school.

Portable electronic equipment: is electronic equipment that is portable such as laptops, iPads, Chromebooks, cameras, projectors, cell phones.

**GUIDELINES**

1. Use of division purchased portable equipment are intended for school related purposes.
  - 1.1. Any other use by individuals, where permitted, shall be the sole responsibility of that individual including incurred operating costs, repair, and/or replacement of equipment.

**REGULATIONS**

2. Principals shall develop written procedures for managing distribution and tracking of portable equipment, of a substantial value as determined by the principal, through procedures that include:
  - 2.1. An accurate, up-to-date inventory that shall be reviewed annually.
  - 2.2. Procedures for secure storage of portable electronic equipment when housed in the school.
  - 2.3. Procedures for staff and students' use of portable electronic equipment.
3. Horizon School Division shall maintain an accurate, up-to-date inventory of all portable electronic equipment purchased directly by Division office. This inventory shall be reviewed annually.
4. Employees that are provided cell phones or use personal cell phones that are paid for by the division shall be responsible for their security and care.
  - 4.1. Cell phones are intended solely for school division business unless payment to the employee is a partial cost allowance that facilitates joint business/personal use.

5. Upon termination of employment with Horizon School Division, any portable equipment being used by the employee shall be returned to Horizon School Division.