POLICY:	LOAN OF EQUIPMENT		# 404
SECTION:	400 : Facilities and Equipment	Page 1	of 2
APPROVAL/REVISION DATE:	April 8, 2019	EFFECTIVE April 9, 2019	REVIEW DATE: April 2024
CROSS REFERENCE:	Indemnity Permit		

A: POLICY

1. The Board of Trustees approves the loan of equipment for activities deemed educational when this equipment is not being used for educating students by school/department.

B: GUIDELINES

2. Eligibility

2.1 Organizations, such as the Trustees, Teacher Associations, Catholic School Advisory Councils, Student Councils, parishes, and other groups or individuals directly connected with education are eligible for the loan of equipment.

3. Control

3.1 The Principal/Superintendent is responsible for equipment assigned to their school/ department.

3.2 Equipment to be loaned must receive prior approval in writing by the Principal/ Superintendent of the school/department.

3.3 The borrower is required to sign an Indemnity Permit for the loan of equipment and agree to the written regulations.

3.4 Indemnity permits are to be kept on file in the school/department.

3.5 The borrower assumes full responsibility for transportation, maintenance, care and return of equipment.

3.6 In cases of loss or damage to the equipment, the cost of repair or replacement is to be borne in full by the borrower.

Loan of Technological Equipment

4. Control

4.1 The Information Technology (IT) Department is responsible for the assignment, allocation, and management of technological equipment.

4.2 Full-time Teacher, Principal, and Trustee laptops, and in some cases tablets, are loaned out to active staff based on availability

4.3 Any other technology equipment to be loaned must receive prior approval by the Manager of Information Technology or appropriate Superintendent.

4.4 The borrowers are required to fill out and sign an indemnity permit 404TL for the loan of the equipment and agree to the written terms.

4.5 Indemnity forms completed outside the IT Department are to be either couriered to TBC HelpDesk (at St. Martin School) or scanned and sent to equipmenttranser@tbcschools.ca

4.6 For any instructional leave for more than 1 month in succession, the borrower is responsible for the return of the loaned equipment to either the IT Department or school Principal and a signed indemnity permit as returned. Failure to return will result in device locking.

4.7 The IT Department will attempt to return the originally loaned equipment to the returning staff, however this cannot be guaranteed. Staff are to ensure that all work and personal content saved on equipment is backed up to storage media or the cloud.

4.8 Borrower acknowledges that upon return of the equipment any information, files, or software stored on the equipment may be deleted by Thunder Bay Catholic District School Board.

4.9 The Thunder Bay Catholic District School Board shall not be liable for any claims, loss, or damages whatsoever arising out of the use of the equipment.

4.10 The borrower will be the sole user of the equipment while it is in their possession. The equipment is not to be loaned, given, or transferred to any other person without prior approval.

4.11 The borrower assumes full responsibility for transportation, maintenance, care and return of the equipment, including all peripherals.

4.12 In cases of loss or damage, the cost of repair or replacement is to be borne in full by the borrower.