Nicola Similkameen School District

**Administrative Procedure 310**

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# DISTRICT ISSUED TECHNOLOGY EQUIPMENT

**Purpose**
The Nicola-Similkameen School District provides technology equipment to employees to support educational, instructional, administrative, operational and other District-approved activities.

This Administrative Procedure establishes expectations for the assignment, use, care, security, accountability and return of District-owned technology equipment.

For the purposes of this Administrative Procedure, technology equipment includes, but is not limited to, computers, laptops, tablets, mobile devices, chargers, docking stations, cases, keyboards, mice, cables and other related equipment and accessories.

**1. Ownership and Assignment**

1.1 All technology equipment purchased or otherwise provided by the District remains the sole property of the District at all times.

1.2 Assignment of technology equipment to an employee does not transfer ownership or create any personal entitlement or claim to the equipment.

1.3 Technology equipment will be assigned based on the requirements of an employee's position and operational needs, as determined by the District.

1.4 The Technology Department will maintain an inventory of assigned technology equipment, which may include the employee's name, device type, asset or serial number, accessories issued and assignment/return status.

1.5 Employees may be required to acknowledge receipt of assigned technology equipment and their responsibilities under this Administrative Procedure.

1.6 Employees must not sell, loan, transfer, exchange, dispose of or reassign District technology equipment to another employee or other individual without authorization from the Technology Department.

**2. Appropriate Use**

2.1 District-issued technology is provided primarily for:

- classroom instruction and educational activities;
- research and professional development;
- administrative and operational responsibilities;
- communication related to District business; and
- other District-approved purposes.

2.2 Employees must use District technology in accordance with applicable legislation and District policies, Administrative Procedures, privacy and information-security requirements, and acceptable-use expectations.

2.3 Limited incidental personal use may be permitted provided that the use:

- does not interfere with the employee's duties or District operations;
- does not result in unreasonable additional cost to the District;
- does not compromise the security of District systems or information; and
- is otherwise consistent with District policies and Administrative Procedures.

**3. Employee Responsibilities**

Employees who are assigned District technology are responsible for:

3.1 Taking reasonable care of the equipment and maintaining it in good working condition.
3.2 Using and transporting the equipment in a safe and responsible manner.
3.3 Taking reasonable precautions to protect equipment from loss, theft, unauthorized access or damage.
3.4 Keeping passwords, access credentials and other security information confidential.
3.5 Protecting student, employee and other confidential or personal information accessible through or stored on District technology.
3.6 Promptly reporting loss, theft, significant damage or suspected security compromise to their supervisor and the Technology Department.
3.7 Returning equipment to the Technology Department when requested.
3.8 Employees will not be held responsible for reasonable wear and tear resulting from normal authorized use.

**4. Software, Configuration and Repairs**

4.1 Employees must not remove or disable District security controls or make unauthorized modifications to District-issued technology.
4.2 Software and applications must be installed and used in accordance with Technology Department requirements and applicable District procedures.
4.3 Employees must not attempt repairs that could damage District equipment or interfere with its configuration. Equipment requiring repair or technical support must be referred to the Technology Department.

**5. Loss, Theft or Damage**

5.1 Loss or theft of District technology must be reported as soon as reasonably possible to the employee's supervisor and the Technology Department.
5.2 Damage affecting the safe or effective operation of a device must also be reported promptly.
5.3 The Technology Department will determine whether equipment should be repaired, replaced or removed from service.
5.4 Where loss or damage may have resulted from misuse, negligence or intentional conduct, the matter may be addressed in accordance with applicable District procedures, employment terms, collective agreements and law.

**6. Change in Position or Assignment**

6.1 Where an employee changes positions, work locations or assignments, the Technology Department may review the employee's assigned equipment.

6.2 Where equipment is no longer required for the employee's new duties, or different equipment is appropriate for the new assignment, the employee must return the equipment and accessories as directed by the Technology Department.

6.3 Employees must not independently transfer District equipment to their replacement or another employee.

**7. Extended Leave of Absence**

7.1 Where an employee will be absent on an extended leave and their assigned technology is not required during the leave, the Technology Department may require the equipment to be returned for safekeeping, security, inventory management or reassignment.

7.2 In determining whether equipment is to be returned, consideration may be given to:

- the anticipated duration of the leave;
- operational requirements;
- whether the equipment will be required during the leave;
- security and privacy considerations;
- the availability of equipment for temporary or replacement employees; and
- other relevant operational circumstances.

7.3 The requirement to return equipment will be based on the operational circumstances of the leave and not on the reason or medical circumstances giving rise to the leave.

7.4 Employees will be advised by the District or Technology Department if equipment is required to be returned and the timeframe and location for return.

7.5 Equipment returned during a leave remains District property and may be reassigned where operationally required. Appropriate technology will be provided upon the employee's return where required for the employee's position.

**8. Separation from Employment**

8.1 Employees leaving District employment must return all District-owned technology and related property on or before their last working day, or at another time as directed by the District.

8.2 This includes, as applicable:

- computers and laptops;
- tablets and mobile devices;
- chargers and power adapters;
- docking stations;
- keyboards and mice;
- cases;
- cables and peripherals;

- security devices; and
- any other District-owned equipment assigned to the employee.

8.3 The Technology Department will record the return of assigned technology in the District's inventory records.

**9. Data and Return of Equipment**

9.1 Before returning equipment, employees are responsible for ensuring that District records and work-related information required for operational or records-retention purposes are stored in an approved District location.

9.2 Employees must not erase, wipe, factory-reset or otherwise alter a District device before returning it unless directed to do so by the Technology Department.

9.3 Employees should not retain District confidential information or personal information following the end of their employment or where they are otherwise no longer authorized to access that information.

**10. Return Upon Request**

10.1 As District technology remains the property of the District, employees must return assigned equipment when reasonably requested by the District.

10.2 A request for return may be made for operational, inventory, security, maintenance, replacement or other legitimate District purposes.

**11. Failure to Return District Property**

11.1 Employees are required to return District-owned technology when requested.

11.2 Where District property is not returned, the District may take reasonable steps to recover its property in accordance with applicable collective agreements, employment terms, District procedures and law.

11.3 Where appropriate, failure to return District property may also be addressed through the applicable employment or disciplinary process.

**12. Technology Department Responsibilities**

The Technology Department is responsible for:

- maintaining appropriate inventory records;
- establishing device configuration and security standards;
- coordinating the assignment and return of equipment;
- providing or coordinating technical support and repairs;
- assessing damaged equipment;
- determining whether returned equipment may be reassigned; and
- securely preparing equipment for reassignment or disposal.

**13. Related Requirements**

This Administrative Procedure should be read together with applicable District requirements concerning:

- acceptable use of technology;

- privacy and protection of personal information;
- records management;
- information and cybersecurity;
- employee conduct; and
- other applicable District policies and Administrative Procedures.

Legislative References:
To be confirmed

Collective Agreement References:
To be confirmed

**Superintendent Approval Date: September 16, 2026**