



Administrative Procedure 2057

Allocation of Division Computer Equipment

Board Governance Policy Cross Reference: [1](#), [11](#), [12](#), [13](#), [14](#)

Administrative Procedures Cross Reference:

[Information and Communication Technologies \(ICT\) Use by Staff](#)

Form Cross Reference:

[MIST Inventory Control Form](#)

[Information and Communication Technologies \(ICT\) Staff Acceptable Use Agreement](#)

Legal/Regulatory Reference:

[The Freedom of Information and Protection of Privacy Act](#)

Date Adopted: May 2019

The Brandon School Division provides computer equipment to staff to assist in completing educational and administrative tasks. Teachers with a minimum position of .25 FTE are assigned laptops, while some administrative positions may be assigned either a desktop computer or laptop. When a laptop is assigned the receiving individual must sign the MIST Inventory Control Form acknowledging receipt and responsibility for the device. When an employee absent for work, as defined below, the laptop must be returned to the Management and Information Systems Technology Department (*hereinafter "MIST"*). The individual will receive documentation relieving them of their responsibility for the laptop. Desktop computers do not require documentation be signed.

Please refer to the Administrative Procedure 2050 – Information and Communication Technologies (ICT) Use by Staff for further details.

Assignment of Equipment:

The process to assign equipment is as follows:

1. The supervisor of a new employee enters a Help Desk Ticket to initiate the process.
2. MIST verifies the status of the employee.
3. MIST prepares the equipment for deployment.
4. MIST contacts the employee to arrange for delivery.
5. Upon delivery of the equipment the MIST Inventory Control Form is signed by the recipient and MIST staff.

Return of Equipment:

Equipment is to be returned to the Division under the following circumstances:

- Upon resignation;
- When sick leave exceeds 10 consecutive days;
- Maternity/Paternity leaves;
- Leaves with or without pay in excess of 2 weeks;
- Sabbaticals;
- A Teaching Contract reaches its term.

The process for return of equipment is as follows:

1. The Supervisor of the employee is to enter a Help Desk Ticket to notify MIST that the employee is leaving the Brandon School Division.
2. It is the responsibility of the individual to return the equipment to either a MIST employee or the Principal and receive a copy of the MIST Inventory Control Form, signed by either the Principal or a MIST employee, absolving them of their responsibility for that equipment.