POLICY AREA  USE OF SCHOOL EQUIPMENT

PREAMBLE

RATIONALE

VALUES  Respect, Trust, Responsibility

POLICY  The school has a wide range of equipment purchased for the use of its staff and students. To maximise the effectiveness of this equipment, as wide a range of appropriate and responsible usage as possible is encouraged.

CONSEQUENCES

I. All equipment is to be used under the supervision of staff.
II. Workplace Health and Safety Regulations must be adhered to.
III. Equipment is to be borrowed (booked out and returned) through the staff member responsible for its supervision.
IV. All borrowing is to be recorded using the assigned procedure.
V. Personal use of equipment may be granted under condition that the borrower is totally responsible for the equipment. Any repair or replacement may be at the borrower’s expense. (The school’s insurance policy does not cover the first $400.00.)
PROCEDURES

(a) Borrowing: Equipment in the Technology Room (other than computers & printers) is to be borrowed through the Technology Assistant. Photographic Equipment and Lap Top Computers are to be borrowed through the APRE. Library equipment is to be borrowed through the library staff. All other equipment borrowing is to be arranged through the principal.

(b) All equipment borrowed is to be recorded in a book. The following information will need to be recorded – Borrower’s name, date borrowed and returned, equipment taken.

(c) If equipment is damaged, stolen or lost the borrower is to notify a member of the Admin Team and will be responsible for completing any relevant insurance claims or police reports.

(d) Incidents of stolen or intentionally damaged equipment may result in the involvement of police or in the case of student action, the involvement of parents.