

**SECURITY, STORAGE AND USE OF SCHOOL EQUIPMENT****Rationale:**

This policy guides the security, storage and effective use of school equipment.

Purpose:

To ensure that school equipment is used to the maximum benefit within the school for support of teaching and learning.

Definitions:

Equipment – is any item purchased through the school for school use regardless of funding source, including but not limited to:

- Portable items
- Computers
- Digital cameras
- Multimedia (Data Show) Projectors
- Projector TV
- Sports equipment
- Other teaching resources

Vehicles are **excluded** from this policy, and are covered by the Vehicle Use policy.

Laptops leased under the TELA scheme are **excluded** from this policy and are subject to a separate agreement.

Custodial Faculty – is the faculty given the custodial responsibility of a specific item of equipment.

Scope:

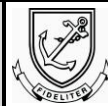
This policy applies to all staff and students.

Guidelines:

1. The primary purpose of the equipment is to support curriculum delivery. Other uses will take secondary priority.
2. Every item of equipment will be assigned to a Faculty (the Custodial Faculty) who will be accountable for the security, storage, maintenance and effective use of that item.
3. To prevent personal injury or damage to equipment, the Custodial Faculty will only issue it to users who are trained to use the equipment safely.

Related policies:

1. Use of School Vans
2. Fixed Assets Management
3. Restitution for Damages

**Review details:**

Review Date	Reviewed by
Oct 2017	SMK
Review cycle: 3 years	Due date for Review: Oct 2020

Management Contact:

Deputy Principal