

Montmorency Secondary College

LOAN OF EQUIPMENT

POLICY

Rationale:

- Teaching and learning opportunities for staff members and students can be enhanced by the school lending equipment for school related purposes. Similarly, relationships with groups and organisations can be strengthened by the school making available equipment for community use.

Aims:

- To enhance teaching and learning opportunities for staff and students.
- To strengthen relations with community groups and organisations.

Implementation:

- Staff members may borrow specific items of school equipment for the purpose of completing school work at home, but must complete an entry in the borrowing book located in the school office, including a declaration that any costs resulting from loss or damage that is not covered by DEECD insurance, will be borne by the borrower.
- Staff loan of equipment must be approved by a member of the Principal Class team or the Business Manager.
- School equipment is not available for loan for private use – the use must be school related.
- Other education and/or community organisations may request to borrow specific items of school equipment, but they must arrange to do so at the discretion of the Business Manager. A representative of the group must complete an entry in the borrowing book located in the school office, including a declaration that any costs resulting from loss or damage that is not covered by DEECD insurance, will be borne by the borrower.
- A student may borrow specific items of school equipment, but must arrange to do so with the appropriate staff member. The student must complete an entry in the borrowing book located in the school office, including a declaration that any costs resulting from loss or damage that is not covered by Department of Education insurance, may be borne by the borrower.
- All school assets will be recorded on the CASES assets register, and will be engraved or identified as school property. An annual stock take will determine the location and condition of each recorded asset.
- All instances of inappropriate or illegal activity involving lent equipment (including loss, vandalism, arson, theft and burglary, private commercial enterprise) are to be reported to the police and the Office of Emergency Management ph: (03) 9589 6266 as soon as detected.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

June 2008