



Aurora School

SCHOOL EQUIPMENT POLICY

Aurora School Policy 2021

RATIONALE

Equipment purchased by the school is intended to assist in teaching and learning for our students. Aurora School is well-resourced and we strive to ensure that equipment used is in good condition.

Teaching and learning opportunities for staff members and students are enhanced by the school providing special purpose equipment for use at school, or at home for planning curriculum, preparation for teaching, writing reports, administration / management tasks etc. or when visiting families as part of Aurora School programs.

Borrowing of equipment for school related purposes such as during online learning due to school closure, familiarisation with new technologies or conducting of professional development is available.

The school also supports providing equipment available for community use when appropriate. This can strengthen relationships with groups and organisations, which are seen to be part of the school community.

AIMS

To provide appropriate equipment to support children's learning to enable staff to effectively carry out their role in the school.

To ensure school equipment is identified, monitored, kept in good condition and available when needed by staff

IMPLEMENTATION

Staff members are provided with specific items of school equipment for the purpose of carrying out their duties. These are borrowed through the library borrowing system in consultation with the IT Manager.

School equipment provided to staff, remains the property of the school.

DET and/or Aurora School equipment, including laptops, cannot go out of the state without the specific permission of the Principal.

School equipment provided to staff must be returned to the school for any period of approved extended leave.

Staff on extended leave must return to the IT office any school owned equipment they have borrowed.

To borrow school equipment not allocated to them personally or not part of the borrowing system, the borrower must seek permission from the Principal / relevant Assistant Principal / Business Manager / IT Manager. If permission is granted they must complete an entry in the borrowing book when borrowing equipment, sign out and sign the equipment back in when returning it, counter signed on both occasions by the Principal or designated person. The person who has been granted permission to borrow the equipment is responsible for the equipment borrowed.

All equipment borrowed must be returned in the condition in which it was borrowed.

If loss or damage occurs to the equipment provided or on loan through negligence, it must be replaced or restored to the original condition.

All school assets will be recorded on the CASES21 Assets Register or on the library borrowing system and will be engraved or identified as school property

A biannual stock take will determine the location and condition of each recorded asset



Aurora School

SCHOOL EQUIPMENT POLICY

All instances of inappropriate activity involving loaned equipment (including misuse, loss, vandalism, arson, theft and burglary) must be reported as soon as detected to the Principal. The Principal has the responsibility of reporting inappropriate activity to the police and the Office of Emergency Management.

Community organisations / groups borrowing specific items of school equipment, require approval to do so from the Principal. A representative of the group must complete an entry in the borrowing book, counter signed by the Principal or designated person.

COMMUNICATION :

This philosophy will be communicated to our school community in the following ways:

- Available publicly on our schools website
- Included in staff induction processes

POLICY REVIEW AND APPROVAL :

Policy last reviewed	March 2021
Approved by	The Principal and School Management Team
Next scheduled review date	Three Years - 2024