



LOAN OF EQUIPMENT POLICY

PURPOSE

- 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 Equipment Loan Agreement, available in the Staff Manual, and lodge it with the stated school representative. This is to include a declaration that any costs resulting from loss or damage that is not covered by DET insurance, will be borne by the borrower.
- Parents may borrow netbooks or iPads for the purpose of students completing school work at home, for example during Remote Learning. Parents must complete an Equipment Loan Agreement and lodge it with the stated school representative. This is to include a declaration that any costs resulting from loss or damage that is not covered by DET insurance, will be borne by the borrower.
- Community organisations and groups which have links with Plenty Parklands Primary School and are approved by the Principal may borrow specific items of school equipment. A representative of the group must complete an Equipment Loan Agreement which includes a declaration that any costs resulting from loss or damage that is not covered by DET insurance, will 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 biennial stock take will determine the location and condition of each recorded asset.
- All instances of inappropriate activity involving lent equipment (including loss, vandalism, arson, theft and burglary) are to be reported to the police and the Incident Support and Operations Centre 1800 126 126 as soon as detected.

EVALUATION:

- This policy will be reviewed in line with best practice and DET guidelines.

REVIEW CYCLE

- This policy was last updated in **June 2020** and is scheduled for review in **June 2023**.

Endorsed by School Council in July 2020.