

PHOTOCOPYING

POLICY

Rationale:

- Photocopiers are essential resources for modern teaching and administration; however, they present potential health risks, can create concerns relating to copyright, and require a budgeting process that allows for the often hidden costs associated with them.

Aims:

- To ensure that costs associated with school photocopiers are accurately budgeted for, that photocopiers are maintained and operated in a manner that does not compromise employee health, and to ensure that photocopiers are not used in breach of copyright law.

Implementation:

- Photocopiers will be purchased or leased according to need as identified by the principal in consultation with staff.
- Photocopier repairs and maintenance will only be carried out by properly qualified maintenance staff.
- Photocopiers will be located in convenient locations that are correctly ventilated according to Occupational Health & Safety regulations.
- Photocopier toner can be hazardous and therefore will only be replaced by staff trained in the replacement and disposal of toner cartridges.
- In order to comply with the Copyright Act and provide all staff and students with clarity regarding their copyright obligations and limitations, Copyright Awareness Posters and Warning Notices that alert staff to the requirements placed on schools under the Copyright Act will be placed in all required locations and at each potential reproduction point eg: photocopiers, video recorders, libraries, printers, computers etc
- Photocopy expenses attributed to each staff member's individual P.I.N. tally will be paid from the faculty, year level or team budget to which each staff member belongs.
- Photocopy expenses are calculated at the rate of 10 cents per copy A4, 20 cents A3, \$1.00 for a colored copy.
- Photocopy paper will be purchased in bulk and stored by the administrative staff.
- Administrative staff are responsible for ensuring a ready supply of paper for each copier, for replacing toner, and for organising routine maintenance and repairs.
- Photocopying requests from community members must have the approval of the principal.
- Students and staff will be charged for personal photocopying, or copying other than class set materials.

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....

February 2015