

STAFF USE OF SCHOOL ASSETS OFF SCHOOL SITE

RATIONALE:

The Kamo Primary School Board of Trustees recognises the importance of staff having access to school assets in out of school hours.

PURPOSE:

1. To encourage staff to have the opportunity to become conversant with and competent in the use of school equipment.
2. To ensure staff have access to school equipment whilst planning and preparing school programmes of work.
3. There are great advantages for the school community in enabling staff to use school assets off school premises.

GUIDELINES:

1. The Principal will ensure that appropriate guidelines are established for staff in the care and protection of school assets whilst on/off school premises.
2. A staff member using a school asset offsite must take full responsibility for the asset. Any irresponsibility, misuse, negligence resulting in damage or loss of a school asset offsite may result in the Board of Trustees seeking compensation from the staff member.
3. The use of a school laptop at home is intended for school purposes and diverse use should be carefully considered.

Reviewed: Term 3 2016

.....Chairperson, BOT

Review date: Term 3 2019