

# PHOTOCOPYING

## NARANGA SCHOOL POLICY

### Rationale:

- Photocopiers are essential 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 costs associated with them.

### Aims:

- To ensure that costs associated with school photocopiers are accurately budgeted for, that photocopiers are maintained and operated safely 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 Workplace 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.
- All staff will be made aware of their obligations regarding copyright and the Copyright Amendment (Digital Agenda) Act 2006 will be made available to staff via the intranet.
- Provisions for photocopying expenses will be covered in the Photocopy budget.
- Photocopy paper will be purchased in bulk and stored by the administrative staff.
- The school will engage in daily sustainable practices that will incorporate environmentally-friendly behaviours by using recycle bins, standby/ shutdown systems.
- Every effort will be made by staff to reduce the amount of paper waste.
- Administrative staff are responsible for ensuring the supply of paper for each copier and for organising routine maintenance and repairs in consultation with the principal.
- Photocopying requests from community members must have the approval of the principal.

### Evaluation:

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

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

**July 2016**