



St Joseph's Catholic School

Queenstown

PHOTOCOPYING POLICY

RATIONALE

Photocopiers are essential resources for 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.
- To ensure that photocopiers are maintained in a manner that does not compromise employee health.
- To ensure that photocopiers are not used in breach of copyright law.

PROCEDURES

- Photocopiers will be purchased or leased according to need as identified by the Principal in consultation with staff and the Catholic Education Office.
- Only properly qualified maintenance staff will effect photocopier repairs and maintenance. Paper jams and the like are to be referred to designated staff, who are trained to rectify such problems.
- Photocopiers will be located in convenient locations that are correctly ventilated according to Occupational Health and Safety regulations.
- Photocopier toner can be hazardous and therefore will only be replaced by staff members, who are trained in the replacement and disposal of toner cartridges.
- All staff will be made aware of their obligations regarding copyright, with information and warning notices prominently displayed at each photocopier as required.
- Staff members are required to minimise the amount of paper being used for copying, for example double-siding worksheets as much as possible.

- Photocopy expenses incurred by staff members for classroom learning activities are paid from levies charged to parents.
- Photocopy paper is purchased in bulk and stored by the Office Administrator.
- The Office Administrator is responsible for ensuring a ready supply of paper for each copier, for replacing toner supplies and for organising routine maintenance and repairs.
- Teachers will be well prepared for learning and teaching by ensuring that required photocopying is undertaken outside of student supervision and teaching time.
- Photocopying requests from members of the school community, including parents and students, must have the approval of the Office Administrator or Principal before copying is effected.

*This policy and associated practices will be reviewed as part of the
St Joseph's Catholic School policy review cycle.*

Implemented February 2006; Reviewed 2009