



# PHOTOCOPYING

## 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
- All staff will be allocated a Personal Identification Number (P.I.N.), which they must use in order to activate each photocopier.
- The cost for photocopying for outside individuals or agencies will be determined by the school administration.
- 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 or business manager.
- Students and staff may be charged for personal photocopying, or copying other than class set materials.



## **EVALUATION**

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

**Adopted by School Council – September 2012**