



<b>PERSONAL PROPERTY POLICY</b>		
<b>Policy No: ES9</b>	<b>Version No: 1.1</b>	
<b>Ratified: June 2020</b>	<b>Review Cycle: 4 year</b>	<b>Last Review: June 2020</b>
<b>Policy Owner: Principal</b>		<b>Approver: Principal</b>

## **AIMS**

To ensure that any person who chooses to bring personal assets to School does so in the full knowledge that the Department of Education and Fairhills High School will not accept liability for their loss or damage.

To explain Fairhills High School's policy in relation to personal property and to ensure that special or valuable items of personal property are not brought to school in order to minimise security issues.

## **RATIONALE**

Personal property is often brought to school by students, staff and visitors. Such items may include wallets and handbags, mobile phones, musical instruments, cars, ipads or a wide variety of other items and equipment. All personal items are uninsured by the Department of Education and Fairhills High school, and their loss or damage will generally be the responsibility of the owner.

## **POLICY**

Fairhills High School understands that staff and/or students may sometimes like to bring items of personal property to school, however, the Department of Education and Training does not have insurance for personal property of staff, students and visitors. Fairhills High School does not take responsibility for items of personal property that are lost, stolen or damaged at school or during school activities. Damage to personal property brought to school is the responsibility of the owner of that property.

Fairhills High School encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.

## **IMPLEMENTATION GUIDELINES**

Detailed implementation guidelines are developed by the staff through the established consultative committee process. These are developed within the parameters of the Council policy and can be changed as circumstances or strategies change without further reference to Council.

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## GUIDELINES

- Student laptops purchased through the Schools Netbook Program are not insured by the school but may be covered under warrantee (refer to the Digital Technology Student User Agreement).
- All staff will be made aware each year that their personal goods are not covered by insurances held by Department of Education or the school.
- Students and parents will be made aware each year that their personal goods are not covered by insurances held by Department of Education or the school, by means of this policy being placed on the school website and in newsletters as appropriate.
- The school will discourage students from bringing unnecessary personal items to school.
- Any items confiscated from students are the responsibility of the staff member who took the items, and are to be returned to the student, to their parents or given to the Principal team – whichever is deemed as the most appropriate in the particular situation.
- Mobile phones confiscated by a staff member should be placed in the care of the General Office as indicated in the Mobile Phone Policy.
- Any concerns relating to personal goods owned by staff, students or visitors should be directed to the Principal.
- This policy applies to all school activities, including camps and excursions.

## REVIEW CYCLE

This policy was last updated on 11/6/20 and is scheduled for review in June 2024.

## VERSION CONTROL TABLE

Version	Author	Date	Change Made
1.1	Toni Kirk	18 April 2023	updated title panel, added version and date to footer and added version control table

