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 of 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