



# Personal Property Policy

## PURPOSE

To explain Victorian College for the Deaf's policy in relation to personal property and to ensure that special or valuable items of personal property are not brought to school.

## SCOPE

This policy applies to all school activities, including camps and excursions.

## POLICY

Victorian College for the Deaf understands that staff and/or students may sometimes like to bring items of personal property to school.

The Department of Education and Training does not have insurance for personal property of staff, students and visitors. Victorian College for the Deaf does not take responsibility for items of personal property that are lost, stolen or damaged at school, during school activities or on Student Transport funded taxis. Damage to personal property brought to school is the responsibility of the owner of that property.

Victorian College for the Deaf encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.

### Mobile phones and devices

Mobile phones and other devices (e.g. smart watches, ipads) are to be handed into the school office at the beginning of each day. They are placed in a black case, and/or secured in the school office. Students can collect their phone/device at the end of the school day. It is the student's responsibility to collect their phone/device. For more information see the college's Mobile Phone Policy.

### Laptops

Students who are required to bring a laptop to school for learning purposes should keep it either on their person, or locked securely in their locker. If students are unable to securely store their laptop, they may hand it to the school office where it will be stored until the end of the day.

## COMMUNICATION

This policy will be communicated to the school community via:

- School website
- Staff induction and handbook
- Annual communication to school community

## REVIEW CYCLE

This policy was last updated on 10<sup>th</sup> March 2021 and is scheduled for review in **March 2025**.

This policy does not require school council approval. It was endorsed by the School Improvement Team (SIT) and the Principal on: May 2021

