

**PERSONAL PROPERTY POLICY**

**Purpose**

To explain Rangeview Primary School’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**

Rangeview Primary School understands that staff and/or students may sometimes bring items of personal property to school. This includes the BYOD iPad program device.

The Department of Education and Training does not have insurance for personal property of staff, students and visitors and cannot store personal items overnight. Rangeview Primary 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.

Rangeview Primary School encourages staff and students not to bring items of value to school that are not required for educational purposes. We encourage families to obtain appropriate insurance for items such as personal iPads used for the BYOD iPad program.

If students bring items of value to school that are not approved for educational purposes, they will be confiscated and stored securely at the School Office until the end of the day, when the items may be collected by the student and/or parent.

This policy should be read in conjunction with the Mobile Phones - Student Use Policy.

<https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy>

**Review Cycle**

This policy was last updated January 2021 and is scheduled for review in 2024.