

POLICY: PHOTOCOPIER USE/ DUPLICATING

AIM:

This policy is aimed at:

- Ensuring that educators and learners receive the necessary copied material in time and with the necessary care.
- Ensuring that the machines are handled with the necessary care.

PROCEDURE

Photocopying machine

- Only the secretary or persons approved by the management may make photocopies.
- Each educator may request a limited number of free photocopies per month.
- Photocopies must be made before school, during break or after school.
- The number of photocopies of educators should be recorded in the photocopying register.
- Photocopies for learners may not be made during teaching time.

Photocopying and Duplicating

- Persons approved by the school management and heads of learning areas are responsible for the handling of the Photocopying and Duplicating machines.
- Learning area educators should submit work for copying to the head of their learning area.
- An appointed person is responsible for copying for the office.
- Heads of learning areas may not do copying during teaching time, unless he or she has a period for administration.
- All copying or duplicating work of educators should be approved by the phase head before it can be copied.
- No copying should be done if the signature of the phase head and the date does not appear on the cover.

USE OF MACHINES

1. Machines should be handled with care.
2. An appointed person will provide in-service training regarding the use of the machines.
3. The machines should be kept clean at all times.
4. If a machine is faulty, repairing it should not be attempted, it should be reported to the person in charge of the machine.
5. Paper should be used sparingly and wherever possible copies should be made on both sides.
6. No copying may be done for organizations outside the school context.

This policy was adopted by the School Management on

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed _____
School Management

Date: _____

Signed _____
Principal

Date: _____

Signed _____
Educator Representative

Date: _____

