



**MORDIALLOC COLLEGE**  
A better choice in education

## **Personal Property Policy**

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### Purpose

To explain Mordialloc College'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

Mordialloc College 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. Mordialloc College 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.

Mordialloc College encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for electronic items (such as laptops and iPads) that are required for use at school.

Students are reminded to lock their bikes at the designated bike racks to ensure their safety. Mordialloc College does not take responsibility for any damage or theft of bikes that are brought to school.

If students bring items of value to school, they are to be handed into the General Office at the start of the school day. The item will be stored in a secure location until the end of the day, when the items may be collected by the student and/or parent.

### Review Cycle

This policy was last reviewed in **December 2019** and is scheduled for review on **December 2022**.