



PERSONAL PROPERTY POLICY

File location: U:\PUBLIC\Policies & Procedures\Approved Policies

Authorised by: **Principal**

Consultation: **School Community**

Approved by School Council: **20.08.25**

Date Created: 21/03/19

Last Updated: 13.08.25

Review Date: 2028 (3-4 years)

Page Number: 1 of 2



Help for non-English speakers

If you need help to understand the information in this policy, please contact Horsham College on 5381 7100, or email horsham.co@education.vic.gov.au.

Purpose:

To explain that Horsham College accepts no responsibility for any personal property, special or valuable items that staff or students bring to school, including BYOD technologies. To encourage staff and families to obtain insurance for valuable items that are required for use at school.

Scope:

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

Policy:

Horsham College understands that staff and/or students may sometimes like to bring items of personal property to school.

The Department of Education does not have insurance for personal property of staff, students and visitors. Horsham 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.

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

Horsham College encourages families to obtain personal insurance for electronic devices (such as laptops) that are required for use at school.

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

Communication

This policy will be communicated to our school community in the following ways:

- Annual reminders in our school newsletter
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions

- available publicly on school website
- hard copy available from school administration upon request

Related Policies and Resources

- the Department's Policy and Advisory Library (PAL):
 - [Claims for Property Damage and Medical Expenses](#)
- [Bring Your Own Device \(BYOD\) Policy](#)
- [Acceptable Use Agreement](#)

Review Cycle

This policy will be reviewed in accordance with the Policy Review Schedule