



# Lakeview Senior College

## Locker Policy

### **Purpose:**

The College makes lockers available to students to facilitate the daily storage of their learning materials and items related to their studies or employment (related to VCAL programs or work experience).

The College owns the school lockers and at all times they remain under the control of the College.

The College manages lockers to ensure the health and safety of individual students, the entire student body and the responsible use of school property.

The College establishes rules, guidelines and procedures to ensure responsible use and to control the contents of its lockers.

The College reminds students that private property brought to the College by students is not insured. The College does not accept any responsibility for any loss or damage to student's private property.

The College provides locks for purchase by students or students can supply their own lock for use on their assigned locker. The lock is to protect against searches and theft from the locker by other students. The lockers remain at all times under the control of the College.

The use of lockers by students is a privilege and subject to immediate termination without notice and to such rules, guidelines and procedures established by the College from time to time, in its discretion.

### **Guidelines:**

1. All students will be provided with a school locker. The locker is College property and remains at all times under the control of the College.
2. Lockers are for individual use only and are not to be shared. Locker contents are the sole responsibility of the registered occupant of the locker.
3. Students can purchase from the College a school approved lock or they can supply their own lock. If a student is supplying their own lock it must be sturdy and secure in order to reduce risk of theft of items from the locker.
4. The College does not accept responsibility for loss or damage to items stored in a locker. The College does not accept responsibility for loss or damage to locks. A representative of the College may remove items from a locker where a lock is not present to reduce the risk of theft of these items. These items will be stored in a secure area of the College and students will be notified of their removal and location.
5. Inappropriate items including (but not limited to), valuable personal property, illegal or dangerous goods are not to be kept in school lockers.

6. The College in exercising its duty of care or its property maintenance responsibilities is entitled to and may, from time to time in its sole and discretion, open any locker, cut any locks for that purpose with or without notice to the student to whom the locker has been assigned without the student being present, to search and remove its contents or inspect its condition. The College may in its discretion share the results of a locker search/inspection with the police authorities or other external bodies.
7. Should the College or police have to cut a lock for search/inspection purposes, without permission of the occupant, the College will replace the lock at the College's expense.

#### **Locker Searches/Inspections:**

The College in exercising its duty of care or its property maintenance responsibilities may in its sole discretion carry out or authorise searches/inspections of school lockers. The following is a non-exhaustive list of examples of when the College may conduct a search of a locker:

- Locker abandonment
- Suspected contents that may be illegal, illicit or deemed by the College to be harmful, offensive or inappropriate
- When required or considered necessary to cooperate with Police
- Investigative purposes related to suspected or alleged criminal or Student Code of Conduct breaches or other inappropriate and/or illegal activities
- Risk to the general good of the College
- Risk to the general care, safety and welfare of a student or the student population generally
- Apparent use of an unregistered locker
- Physical damage to or marking, defacing or graffiti of the locker
- Odours emanating from the locker which may indicate spoiled or rancid food, or other garbage

#### **Student Responsibility:**

1. Students should not store money, wallets, jewellery, credit or debit cards, cheques or personal items of high value in lockers. All lockers must be secured by an appropriate lock as per the guidelines outlined above.
2. Students are required to maintain their locker's interior and exterior in a clean, neat and undamaged condition. Marking, defacing or graffiti on lockers is not acceptable.
3. Students must remove their lock and empty the locker's contents at the end of each school year (summer) and/or upon completion of their program.

#### **Disciplinary Procedures:**

1. Items found during a search of a student's locker may be confiscated by the Principal or Assistant Principal conducting the search. Depending on the nature of the item confiscated the items may be given to the parents, police or returned to the student at the end of the day. Disciplinary proceedings may ensue from a breach of the student's responsibilities in relation to locker use.
2. Marking, defacing or graffiti on lockers will result in a loss of that locker for a period of time determined by the Principal or Assistant Principal. The student may be assigned an alternative locker for use and may be required to clean the damaged locker.

This policy is informed by and to be read subject to the guidelines contained in section 6.16.5 of the Victorian Government Schools Reference Guide.

This Policy was presented to School Council.....