

## KINGSCLIFF HIGH SCHOOL LOCKER USAGE POLICY FOR SENIOR STUDENTS

### Purpose

The purpose of this policy is to ensure the efficient and fair use of lockers for the storage of Senior students' personal belongings and school materials while maintaining a safe and respectful school environment.

### Locker Hire

- Senior students will need to complete a hire agreement form, via SchoolBytes, and submit to the Front Office with payment of the fee.
- Lockers are available for hire at a fee of \$40 per year.
- Lockers are allocated on a first-come, first-served basis upon receipt of payment. **(Year 12 have first preference)**
- Once a student has made payment, the student will need to see Mrs Rosser, Deputy Principal to receive a locker number.
- A locker is hired for a school year, there will be **no** refunds.
- Cancellation of the Locker Agreement by the Principal, due to the student not complying with this policy, does not entitle the hirer to a refund.

### In hiring a Locker, students agree to the following Policy:

#### Lockers

- All lockers are the property of Kingscliff High School.
- Lockers are hired on a yearly basis.
- The school assumes NO responsibility for loss or damage of any item in a locker, locked or unlocked.
- Access to lockers is before school, after school and at the start of Break 1 and Break 2.
- Students will not be allowed to access lockers during lessons.
- Lockers are made available for student use to store school supplies and personal items necessary for use at school.
- Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function of which are forbidden by school rules, the NSW Department of Education (DoE) rules.
- The Principal or a delegate has the right to cancel the locker agreement, access a locker and carry out searches of lockers to ensure safety for the school community as outlined in the DoE Policy. As a result, a student using a locker, which is the property of the school, is presumed to have no expectations of privacy.

### Student responsibilities as a locker hirer:

- Students will maintain their locker in good condition and must report damage immediately to a Deputy Principal. Misuse or vandalism will result in disciplinary action and possible loss of locker privileges.
- Students are to use lockers exclusively to store school related materials and appropriate personal items.
- Students are solely responsible for the contents of their locker and will not share access to their locker with other students.
- Food is not to be left in lockers overnight.
- All lockers must be cleared out and left in a clean state at the end of Term 4, Week 8.
- The school is not responsible for items left in lockers after the hire period end.

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**Inspection of lockers**

- An inspection of all lockers may be conducted at any time throughout the year by the Principal or delegate, or police without notice and without parental/carer or student consent.
- The Principal or delegate shall respect the privacy of the student regarding any items that are not illegal or against school policy and rules.
- Inspections will be done if it is believed that there is a risk of:
  - An interference with school purposes or educational function
  - Safety
  - Physical injury or illness of any person
  - Damage to personal or school property
  - Violation of school rules, DoE rules and/or NSW law such as drugs, alcohol, weapons, etc
  - Loss of school material/equipment.

**Seizure of property**

- The Principal or delegate may seize any illegal or unauthorised items in the locker, or any other items reasonably determined to be of a potential threat to the safety or security of others. Police will be informed of any illegal or dangerous items. This complies with DoE policy.

**Supervision of students accessing lockers**

- Students who repeatedly loiter around the lockers will have their locker agreement cancelled.