

Student Locker Hire Procedure and Agreement

Hire procedure

- Complete a hire agreement form and submit to the front office with payment of the fee.
- Student will receive a locker allocation slip indicating the number and location of their locker, a lock and a receipt once hire agreement form and payment have been received.
- Forms will be processed in order of receipt, until all lockers are allocated.
- Lockers are allocated to keep year groups in one location. Where possible, students will be allocated a locker closest to their year group learning common.
- Student/parents/carers cannot appeal the decision of the school in the allocation of lockers.

Cost & Refunds

- \$20 fee per school year. The loss or damage of padlocks will incur an extra fee.
- A locker is hired for a school year, there will be no pro-rata refunds.
- Cancellation of the locker agreement by the Principal due to the student not complying with the ASC Student Locker Hire Procedure and Agreement, does not entitle the hirer to a refund.

In hiring a Locker, you agree to the following:

1. Lockers

- All lockers are the property of Armidale Secondary College.
- 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 Recess and Lunch.
- 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 schoolrules, the Department of Education and NSW law.
- The Principal or a delegate has the right to cancel the locker agreement, access a locker by cutting locks and carry out searches of lockers to ensure safety for the school community as outlined in the Department of Education (DoE) 'Power to search students-legal issues bulletin 6, LIB06.' As a result, a student using a locker, which is the property of the school, is presumed to have no expectations of privacy.¹

2. Student responsibilities as a locker hirer:

- Students will maintain their locker in good condition and must report damage immediately to a Deputy Principal.
- Students will set and remember their own lock combination.
- 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.
- Repeated lateness to class because of locker use will result in the cancellation of the locker agreement.
- 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 Week 9 Term 4 or lock will be removed and a locker will not be offered in following years.

¹ <https://education.nsw.gov.au/about-us/rights-and-accountability/legal-issues-bulletins/searching-students>

3. Locks

- A lock will be supplied to students once they pay the fee and hand in signed agreement. The school maintains a master key to all locks but students are required to set and remember their own lock combination.
- Signing this agreement acknowledges that locks may be opened by the Principal or a delegate to ensure the safety of the School. Any unauthorised locks may be cut and the contents of the locker confiscated.

4. 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:
 - a. An interference with school purposes or educational function
 - b. Safety
 - c. Physical injury or illness of any person
 - d. Damage to personal or school property
 - e. Violation of school or DoE rules and/or NSW law such as drugs, alcohol, weapons, etc
 - f. Loss of school material/equipment.

5. 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 Department of Education policy and the Work Health and Safety Act 2011.

6. Supervision of students accessing lockers

- During Recess and Lunch, the teachers supervising the buildings and outdoor areas will observe the locker areas as part of their supervision duties.
- Before school supervision will be maintained by all staff moving around the school.
- After school supervision will be maintained by all staff moving around the school. Students should access their locker immediately after the end of day bell and leave the school grounds as soon as practicable.
- Locker access will be visible on CCTV within the school.
- Students who repeatedly loiter around the lockers will have their locker agreement cancelled.

Armidales Secondary College Locker Hire Agreement for 2023



- I enclose the payment of \$20 for 2023 or have completed an online payment receipt no. _____

- I have read and understand the Student Locker Procedure and Agreement of Armidales Secondary College and I agree to comply with the procedure as outlined above.

- Year Group _____
- Crew class _____

4 digit PIN				
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Student name _____ Signature _____ Date _____

Parent/carer name _____ Signature _____ Date _____