

Policies and Procedures / Locker Use

Lakes Entrance Secondary College is very excited to announce the rollout of lockers for all students in 2016. Transition into lockers will be a gradual and positive process for students and this policy has been written in collaboration with the student body. Each student will be assigned a locker and this will benefit them in the following ways:

- Providing a secure space to keep belongings safely stored when not in use
- Less for students to carry throughout the day
- Only having to take necessary educational items to and from school
- Learning Improved organisational skills
- Reduce the likelihood of leaving required equipment at home
- A safer classroom environment with no bags on the floor

Locker Areas:

Year 7	Gallery Lockers
Year 8-10	Walkway Lockers
Year 11-12	Senior Lockers

(These areas are under video surveillance)

Acceptable use of lockers and locker areas:

- Each student will be assigned a locker by Year Level Coordinators
- Students will be transitioned into the use of lockers to store their bags and items such as mobile phones and equipment not needed for current classes (see mobile phone policy for acceptable times and uses of mobile phones)
- Students may bring their own lock but are encouraged to purchase a new combination lock from the General Office (\$12) so that staff can help students access their locker if the code is forgotten or a key misplaced
- Combination padlocks purchased by the school are sold to the students then remain their property. Each padlock is sturdy and has its own unique combination, so that if the student does not tell others, the locker cannot be opened by anyone else.
- Students may have pictures and their timetable blue tacked inside lockers, but no permanent decoration (See unacceptable uses)
- Students may take their PE/Sport bag with them during Session 2 and DEARR
- Students may only be in the locker areas when they are accessing lockers
- Students can access locker during the following designated locker times:

Students will be permitted to access their lockers:

- Before Session 1
- At Recess and Lunch
- Between the first and second warning bells after recess and lunch
- At the end on the school day



Students will not be permitted to access lockers:

- During class time
- Between Session 2 and 3
- Between DEARR and Session 5

Unacceptable uses of lockers and locker areas:

- Students may not trade/swap their locker with another student or give their locker combination code to another student
- Bags will not be permitted inside classrooms after a locker has been arranged
- Locker areas must only be used to retrieve items and not to 'hover'
- Students must not interfere with another students locker in any way
- Pushing and verbal or physical bullying is unacceptable behavior in the locker area
- Students may not have permanent stickers or drawings inside or outside of their lockers. Lockers are to be kept tidy, clean and free from graffiti.

Consequences for inappropriate use or conduct, theft, damage or misuse

- The school accepts no responsibility for replacing lost, stolen or damaged items where a locker is not secured with the required lock, if a student has swapped lockers or locks with another student or given their locker combination to another individual.
- Students should not share their lockers or locker combinations with other students. The school is not responsible for any valuables left inside the lockers. This includes cell phones, iPods, mp3 players, jewelry, cash, etc.
- Students behaving inappropriately in the locker area will have consequences relevant to the behavior
- Students suspected of having threatening, violent or harmful objects in their lockers will be subject to locker searches
- Lockers remain the property of the college, the cost of replacing or cleaning a vandalised or damaged locker will be at the cost of the student, parent or guardian
- Lost keys or forgotten codes may result in removal of the lock, requiring this to be replaced at the cost of the student, parent or guardian

Last Updated: 12 July 2016

Policy Endorsement & Publication		
<i>The following committees have endorsed this policy/procedure:</i>		
School Council	Signed:	Date:
LESC Leadership team	Signed:	Date:
Policy Review		
This policy is to be reviewed every 2 years.		
Next review	Date:	