



KAPUNDA
HIGH SCHOOL



Terms of Locker Use

Guidelines and Procedures

1. A locker is assigned to every student. Students need to provide their own lock along with two keys. One is kept by the student and the other is given to the Home Group teacher as a spare key. The spare key can only be accessed at the beginning of the school day during Home Group. If the Home Group teacher is absent, the year level manager will give access to the key at the beginning of the day.
2. The rules and conditions of locker use, including locker inspections where necessary, and searches will be published on the school website.
3. The locker is assigned to an individual student for use during the school year based on the following rules and conditions of use:
 - a) Students are personally responsible for their assigned locker (this includes any damage which may include loss or damage to any fixtures and fittings ie. graffiti, scratches, broken or damaged hinges, doors or other fittings that can be attributed to the student)
 - b) The locker is to be used for school purposes only and to be kept clean, tidy and locked at all times
 - c) Lockers are to be used for the safekeeping of curriculum materials, KHS uniform items and other small personal items only
 - d) KHS is not responsible for loss, theft or damage of material stored in student lockers
 - e) The year level of a student will determine the location of their allocated locker
 - f) No illegal substances, weapons or other prohibited or offensive materials are to be placed in school lockers
 - g) Lockers may be inspected by staff for compliance of use
 - h) Students who enter, or attempt to enter, another student's locker are subject to consequences outlined in the KHS Behaviour policy.



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- i) A spare key/combination needs to be given to the home group teacher so the student can access the locker if they do not have their key or combination. (Keys will only be given at the beginning of the day during Home Group)
- j) Any class time missed due to the inappropriate use of lockers, e.g. leaving necessary materials in lockers or arriving at class with a bag, will be made up at lunchtime using the KHS lunchtime detention procedure.
- k) Students who repeatedly fail to comply with the guidelines and procedures, resulting in them being unprepared for their learning, are subject to consequences outlined in the KHS Behaviour policy.
- l) The student is responsible to ensure the locker is cleared by the end of the school year.

Student Locker Inspections

- 1. A student locker search may be undertaken if there are reasonable grounds to believe that a Kapunda High School rule has been or is being violated and that evidence of the violation will be found in the student's locker.
- 2. Every effort will be made to ensure that the student and an additional staff member will be present when a locker is searched, except in an emergency. KHS leadership may call SAPOL to search a student locker in those instances where there exists reasonable grounds to do so and without prior notice to ensure compliance with the conditions of use.
- 3. All requests or questions regarding student locker searches will be referred to a member of leadership.
- 4. If a student has reason to believe that any locker contains material that may threaten the safety or wellbeing of other person, that student is expected to immediately report the information to a school staff member. The name of the student making the report will be kept confidential.