

# LOCKER USAGE POLICY



## PURPOSE

The purpose of this policy is to outline usage guidelines of student lockers.

## SCOPE

This policy applies to all students and their parents attending Australian International Islamic College

**Approved By:** College Board

**Status:** Approved

**Contact:** Principal

**Reviewed |** Bi-annually

**Date Approved:** May 2020

**Next Review Due:** April 2022

This policy may be updated or revised from time to time. The College will not notify you each time the Policy is changed.

## POLICY

Use of Australian International Islamic College lockers is a privilege. Any student wishing to use a locker during the academic year is assigned a locker by the College operational coordinator. It is recommended that students not bring valuables into the college. The College cannot be held responsible for lost, stolen, or damage personal property. Lockers are to be used at a student's own risk. By signing the student locker agreement form, students agree to abide by the terms and conditions set forth by AIIC that are outlined below.

1. *All lockers within College are the property of Australian International Islamic College and are subject to applicable College policies. The College reserves the right to alter the policies governing the use of lockers with appropriate notice.*
2. *Use of locker by a person other than to whom it is issued is forbidden. Misuse of a locker may lead to termination of locker privileges.*
3. *Each student may have only one locker.*
4. *Student provided locks may use on College lockers.*

5. *The College reserves the right to open a locker with or without the consent of the student to whom the locker is registered in instances where locker procedures are being abused or in the case of an emergency situation.*
6. *Flammable materials, dangerous chemicals, explosives or weapons of any kind are strictly prohibited inside the lockers.*
7. *Illegal or controlled substances such as drugs or alcohol are strictly prohibited.*
8. *No perishable items are to be stored in lockers.*
9. *Students are not permitted to affix anything to the interior or exterior of their lockers.*
10. *Upon assignment and during use, students are held responsible to report any damage or needed repairs to the College operational coordinator.*
11. *All personal items must be stored completely within a locker. All items left outside of a locker, whether secured or not, will be removed and disposed of accordingly.*
12. *All lockers not cleaned out by the date indicated will be vacated and contents destroyed.*
13. *The College is not responsible for lost or missing items, either before or after clearance of a locker*