Coláiste Mhuire's

Student Lockers Policy

Ratified 28-09-2023

Chairperson:

Rules for student lockers

- Students will be assigned a locker at the start of the school year by the school lockers coordinator.
- Coláiste Mhuire is not responsible for the loss, theft or damage of material stored in student lockers.
- Students must use the combination lock provided by the school.
- Lost locks will be replaced at student expense.
- Lockers are for the temporary storage of school supplies and personal items necessary for use at school.
- Students who intentionally damage their own or another student's locker will be subject to discipline procedures and will be financially responsible for the fixing of the locker.
- Long term storage of foodstuffs in lockers is not permitted.
- The personalisation of lockers is not permitted.
- Students may visit their lockers before & after school and during break-times ONLY.
- Misuse of locker facilities will result in withdrawal of locker privileges.
- Items are placed in lockers at the student's risk.
- School management is not responsible for items placed in lockers.
- School management reserves the right to inspect student lockers.

End of school year:

- Lockers are to be cleared of all contents.

Procedures for withdrawing student locker facilities

- Withdrawal of locker privileges can only apply for misuse of locker facilities and must have the approval of the school management.
- The Year Head of student whose locker is being withdrawn must then inform the lockers coordinator.
- The Year Head and/or the lockers coordinator will accompany the student while the locker is emptied and cleaned.

Procedure for inspecting a student's locker

- **The school authority retains the right to inspect a student's locker and its contents to ensure that the locker is being used in accordance with its intended purpose.**
- The following criteria will be considered by a school administrator in the determination that reasonable grounds exist to conduct a search:

    - Information received from one student that is considered to be credible;
    - Credible information received from more than one student;
    - A staff member's own observation;
    - Any combination of these pieces of information which the relevant authorities consider to be credible.
    - Evidence based on recorded camera footage.
- All inspections of student lockers shall be conducted by the Principal and or Deputy Principal. If either are absent a Year head will be present.
- Before a particular student's locker is inspected, the student, if present on the school premises, will be contacted and given the opportunity to be present during the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises.
- Whenever an individual student's locker has been inspected without the student's presence, the principal or his designee shall notify the student of such inspection as soon as practicable thereafter.
- The Principal, Deputy Principal, HOD may invite a member of the Gardaí to assist in a search where there is reasonable cause to believe illegal or dangerous materials or weapons may be in a student locker. In these instances, the Garda will determine how to proceed with the search and how they will be involved.
- If a student has reason to believe that any locker contains material that may threaten the safety of another person, that student is expected to immediately report the information to a teacher or the school administration. The name of the student making the report will be kept confidential.