

BYOD Laptop Locker Hire Application Form

Submit completed form to Cybrary Staff



Hire year: **2024**

I have read and agree with the Terms of the Gympie State High School Locker Hire Agreement and wish to apply for a locker. Due to the limited number of lockers available, submission of this form does not guarantee a locker. The school will endeavour to accommodate as many applications as possible.

Lockers are primarily for the purpose of students keeping their BYOD laptop secure whilst at school.

Student name: _____

Roll class: _____

Student signature: _____

Date: ___ / ___ / ___

Parent/Guardian name: _____

My child named has purchased a BYOD Laptop **Y / N** Locker number requested (*optional*): _____

Parent/Guardian signature: _____

Date: ___ / ___ / ___

Terms of Gympie State High School Locker Hire Agreement

There is currently no fee for locker hire. And will need to apply each year

- It is the responsibility of the student to **provide and maintain** a suitably secure lock. Lock to be keyed or 4 tumbler combination, with a maximum 5.5mm diameter shackle and no more than 5cm height when closed.
- If a student wishes to cease using the locker they are to inform Student Services, remove all items from the locker, remove their lock and leave the locker in a clean and tidy condition.
- At its discretion the school may secure lockers, in any suitable manner, which are found to be unsecure while still allocated to a student.
- Students must use the allocated locker and not use any other locker without authorisation.
- **No valuable items are to be stored in lockers outside of school hours. Lockers are intended for use during school hours only.**
- No food, drink or books are to be stored in or on top of lockers.
- Everything placed in the locker is at the student's own risk.
- Students are to report any locker damage or malfunction to Student Services, without delay.
- Students are not to store any harmful, dangerous or illegal items or substances in the locker.
- At the end of each year the padlocks must be removed and all items taken home. If this is not performed then the locks will be cut off and items disposed of.
- Wilful damage to lockers will result in disciplinary action and may incur restorative costs to be borne by the student.
- Security cameras continuously monitor lockers. Video footage may be used to assist with investigations into damage and other misuse.
- The school is committed under law to the wellbeing of its students and to the maintenance of a safe and orderly environment. Where there is a reasonable suspicion that a locker contains an object or substance that may be harmful to students, the student will be asked to open their locker for inspection by delegated staff. If, after a reasonable time, the student cannot be contacted to open the locker, the school reserves the right to forcibly remove the lock, secure the locker contents and record this action. The financial liability of the school in such circumstances will not exceed the replacement cost of an equivalent lock.
- If you are returning to Gympie High next year, a new application form is required each year. Forms for next year will be available from Student Services and the school website during term 4. The school will endeavour to allocate the same locker, or you may request another number if it is available.
- If a student is in breach of these terms, the school reserves the right to cancel this agreement, forcibly remove the lock, secure the contents of the locker and reallocate the locker.
- The school reserves the right to determine and change locker allocation priority from time to time, without notice, taking into consideration student disability, enrolment status or special needs.
- In an emergency, such as smoke, liquid or other substance emanating from a locker, or other emergency circumstances, the school reserves the right to forcibly open one or more lockers and manage the situation to minimise loss and damage.

--- < OFFICE USE ONLY > ---

School fees paid/payment plan (<i>Student Services</i>)	Y / N	Init:	Date:
Locker number allocated (<i>Library</i>)		Init:	Date: