

# **Pennsylvania College of Art & Design**

## **Student Locker and Computer Work Stations Policy**

### **Locker Policy**

All lockers made available for student use on the college's premises are the sole property of Pennsylvania College of Art & Design. Lockers include but are not limited to traditional lockers located in the hallways, the locking portions of Design Center Computer Work Stations, lockers or locked cabinets in all senior studios and all locked storage areas in and outside classrooms. Lockers are made available for student use in storing supplies and personal items necessary for use at the College. Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with college purposes or educational functions, or which are forbidden by state law or college rules, regulations and policies.

A student using a locker that is the property of PCA&D is presumed to have no expectations of privacy in that locker or the locker's contents. The student's use of the locker does not diminish PCA&D's ownership or control of the locker. PCA&D retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials like library books and/or audio visual equipment, and to eliminate items such as weapons, illegal drugs, alcohol, or any other material forbidden by college rules.

### **Locker Rules**

#### *1. Locks*

Students are responsible for procuring combination locks for lockers. Students must provide combinations to PCA&D personnel on the day lockers are assigned. Keyed locks are not permitted and will be removed by college officials after a reasonable attempt to contact students to do it themselves. Locker assignments and lock combinations will be used by the institution to maintain control and safety standards. All locker assignments and locker combinations will be reported on the Locker Assignment Card and turned in to the dean of students or the registrar. These records will be kept on file in the registrar's office. All locks will need to be removed by the end of the 1st full week after classes end in the spring semester. If not removed by students, the locks will be cut off and disposed of and the contents of the locker will become the property of the College.

#### *2. Use of Lockers*

Lockers are to be used to store supplies and personal items necessary for use at the College. Lockers shall not be used to store items which cause, or can reasonably be assumed to cause, an interference with college purposes, an educational function or which are forbidden by state law or college rules. Examples of items forbidden by state law include drugs (other than medicine for which a student has a current prescription or over-the-counter medications for colds or headaches), drug paraphernalia, beverages containing alcohol, weapons, any flammable substances, bombs or explosive devices, any pungent, acidic or nauseating chemical, any library book not properly checked out or

unreturned audio visual equipment, stolen items, or tobacco products that are banned by college rules and regulations. This list of prohibited contents is not exhaustive and may include other items in violation of state or federal law or College policies.

Students will be expected to keep their lockers in a clean and orderly manner.

### *3. Authority to Inspect*

PCA&D retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of rule #2. All inspections of student lockers shall be conducted by the director of physical plant with the academic dean, dean of students and/or chair of the department present.

### *4. Inspection of Individual Student Lockers*

a. The inspection of a particular student's locker will not be conducted unless the academic dean, dean of students and/or director of physical plant has a reasonable suspicion that the locker to be inspected contains items which will cause, or can reasonably be foreseen to cause, an interference with college purposes, educational functions or which are forbidden by state law College rules, or which pose an imminent and serious threat to the health and safety of others and necessitating the general search of part or all of the lockers, as set forth in #5 of this policy.

b. Before a particular student's locker is inspected the student, if present on College premises and if practical, shall be contacted and given the opportunity to be present during the inspection. An exception to this process would circumstances requiring the inspection be conducted without delay to protect the health and safety of others on College premises. Whenever an individual student's locker has been inspected under this rule without the student present, either the academic dean, dean of students, or the director of physical plant shall notify the student of such inspection as soon as practicable after it has occurred.

### *5. Inspection of all Lockers*

a. An inspection of all lockers in the institution, or all lockers in a particular area of the college, may be conducted if the academic dean, the dean of students and/ or the director of physical plant reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of:

- (1) an interference with college purposes or an educational function,
- (2) a physical injury or illness to any person,
- (3) damage to personal or college property or
- (4) a violation of state law or college rules.

Examples of circumstances justifying a general inspection of a number of lockers include but are not limited to moments when:

- (1) the institution has received a bomb threat;
- (2) evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use schoolwide;

- (3) at mid-term, end of grading period, before college holidays it is considered necessary to check for missing library books, lab chemicals, or school equipment;
- (4) there is a reasonable belief that weapons are stored in the lockers.

b. If a general inspection of a number of lockers is necessary, then ALL lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

#### *6. Student Material*

When conducting an inspection pursuant to the specifics of rule #5, the inspector shall take care to avoid disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not contraband or being used to conceal contraband.

#### *7. Disposal of Confiscated Contraband*

All contraband confiscated from lockers may be disposed of by the academic dean, dean of students, and/or the director of physical plant as appropriate, including:

- (1) returning it to the proper owner or place, unless it poses a threat to health or safety;
- (2) using it as evidence in a student disciplinary proceeding if possession of the contraband constitutes a ground for suspension or expulsion;
- (3) delivering it to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or
- (4) destruction.

#### *8. Involvement of Law Enforcement Officials*

a. The president, academic dean and/or dean of students may request the assistance of law enforcement officials to assist the director of physical plant in inspecting lockers or their contents for purposes of enforcing college policies only if such assistance is required:

- (1) to identify substances which may be found in the lockers; or
- (2) to protect the health and safety of persons or property, as in aiding in the discovery and disarming of bombs which may be located in the lockers.

b. The president, academic dean and/or dean of students may cause a locker inspection to be performed for college purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker (or lockers) contains contraband.

#### *9. Locker Cleaning*

Nothing in these rules shall affect members of the custodial staff who, at the direction of the director of physical plant, clean out lockers:

- (1) periodically in accordance with a general housekeeping schedule, or
- (2) of students no longer enrolled in the college, or
- (3) at the end of the academic year as scheduled by the director of physical plant. (Minimally scheduled at least one full week after classes end.)

### *10. College Responsibility*

PCA&D is not responsible for retaining, replacing or otherwise managing any lost, stolen, or damaged items contained in any locker.

### *11. Publication of Rules*

The most current PCA&D Catalog & Student Handbook directs students to this online document. During Orientation periods in any academic year, all PCA&D students are required to sign a receipt for—and receive a copy of—the Catalog & Student Handbook. Signature receipt of this publication commits students to the responsibility of reading, understanding and agreeing to fully abide by its contents. This includes any and all directions to students to read, understand and abide by policies or information whose full versions are available only online.

Copies of the PCA&D Student Locker and Computer Work Stations Policy are on file in the offices of the vice president for finance and operations, the academic dean, the dean of students and the director of physical plant for students to whom online access is not available.