



## LOCKS AND LOCKERS ASSIGNMENT INSTRUCTIONS

To obtain a locker, please go to our school website [www.gleneagle.org](http://www.gleneagle.org) and click on “Locker Assignment” ( lower right side).

For the User ID, use your student number. For the password, use your initials (in lower case) and student number.

For example, if your name is “John Smith” and your student number is 12345, your user ID would be “12345” and your password would be “js12345”.

Once in, select the zone you wish to have your locker located in. Note that as the availability of lockers in a zone changes, the zone buttons will change from yellow (many lockers available), to orange (over 50% of lockers assigned) to red (no lockers available).

Once you have selected a locker you will be shown the locker combination. You can login at any time to see your assigned locker and combination.

Note that it will not be possible to change locker locations if you change your mind.

To learn how to open your lock, please review the attachment, “Lock Opening Information”.

If you notice any issues with the system or are having trouble opening your lock, please email Ms. Jung at [kjung@sd43.bc.ca](mailto:kjung@sd43.bc.ca).

---

## STUDENT EXPECTATIONS AND REMINDERS

It is a student’s responsibility to take care of their own lockers and to ensure their lock combinations are kept secret. Sharing of lock combinations causes great difficulty and is strongly discouraged. Students should be aware that lockers and locks are school property and are only on loan to students. Both the locker and lock must be kept in good condition. To prevent scuffs and scratches do not sit on the lockers. Students will be charged for any losses or damage that occurs during the year. The cost of a replacement lock is \$10.00 and may be obtained at the office (Ms. Schoemaker). **In addition, students should be aware that, when and if necessary, school officials may enter student lockers without warning.**