

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

## 709-AR-2. KEY FOB USER AGREEMENT

Employee Name \_\_\_\_\_

Building \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

In an effort to protect the security of our students during the instructional day and to safeguard all staff members whenever they may be working, the Penn Manor School District has installed secure entry systems at all schools. Employees will need to utilize a key FOB to access school buildings. The key FOB communicates with an enhanced computer system that charts and controls school access both during the school day and during weekend and evening hours. So that the system can best protect everyone's safety, it is necessary that all personnel use the system within appropriate guidelines. On behalf of all Penn Manor students and staff, we appreciate your cooperation with the following guidelines which will govern our secure entry system.

I understand that the key FOB provided to me by Penn Manor School District is for business purposes only and that personal access of facilities is strictly prohibited.

I also understand that the key FOB is the property of the District and must be returned to the Business Office upon request.

If your key FOB is lost or stolen, please immediately notify the Director of Buildings and Grounds at 872-9500 ext. 2242. I understand that I will be charged \$10 for a replacement key FOB.

**NOTE:**

The following actions may result in loss of your key FOB privileges:

- Making unauthorized entry into a facility.
- Loaning your key FOB card to another individual.
- Failure to follow building security procedures.
- Failure to notify the Director of Buildings and Grounds of a lost or stolen key FOB.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date