

PLEASE READ: Miami Trace Building Key and Electronic Keyfob Policy

Enclosed you will find a brass door key(s) and/or an electronic door access keyfob. These will allow you to access school district facilities. While in your possession, it is very important that you follow the procedures when it comes to the security and use of all brass keys and exterior door keyfobs. **By accepting a brass key and/or electronic keyfob, you are agreeing to the terms listed below:**

1. Never loan your key or keyfob to anyone. These are issued to you personally and are your responsibility at all times.
2. If your key or keyfob is ever lost or stolen, be sure to contact your supervisor or the Business Manager *immediately*. The keyfob can be deactivated, preventing unauthorized access to our facilities.
3. **ALL BRASS KEYS AND KEYFOBS REMAIN THE PROPERTY OF THE MIAMI TRACE LOCAL SCHOOL DISTRICT AND MUST BE RETURNED AT THE COMPLETION OF YOUR ASSIGNMENT AND/OR EMPLOYMENT. FAILURE TO RETURN THESE MAY RESULT IN FEES BEING ASSESSED TO YOU. THIS ALSO INCLUDES SMALLER KEYS FOR CABINETS, DESK, AND TECHNOLOGY, WHICH MUST BE RETURNED TO THE OFFICE IN YOUR ASSIGNED BUILDING.**
4. Brass door keys are coded to allow access only to certain doors depending on the type of access needed by the key holder. If the key that is issued to you does not allow you to adequately access areas of the building for your assigned duties, please contact your supervisor to discuss.
5. Brass door keys are logged into a record that tracks the specific keys that you have been issued, the date of the issue, and potential scheduled return dates.
6. **DO NOT "TRADE" DIFFERENT BRASS KEYS WITH A CO-WORKER DUE TO CHANGES IN YOUR ROOM OR ASSIGNMENT. YOU MUST WORK THROUGH YOUR SUPERVISOR TO NOTIFY THE BUSINESS MANAGER TO UPDATE THE KEY ASSIGNMENT LOG TO AVOID ISSUES LATER. WITHOUT THIS COMMUNICATION, YOU WILL BE HELD RESPONSIBLE FOR THE KEYS THAT WERE *ORIGINALLY* ISSUED TO YOU.**
7. Keys that are specific to classroom cabinets, file drawers, work desks, laptop carts, or technology racks are kept in and maintained by the main office in each building. Please see the supervisor in your assigned building to obtain or return.
8. Generally speaking, electronic keyfobs are used to access *exterior* doors of the building, as well as some common areas of the new high school. One keyfob can be used to access multiple buildings and doors. Access rights can be changed remotely upon request and authorization. Keyfobs are used by simply presenting the keyfob to the black box mounted on the wall near the door. These boxes typically feature a light that will turn green and beep when access is granted. If the light remains red, access was denied. The door will typically lock behind you once it is closed. NEVER "prop" an exterior door after passing through it without proper authorization from an administrator. This is a violation of our district safety policy.
9. The keyfob system tracks user access to the buildings by date and time, door accessed, and door status to confirm doors have not been held open once accessed. The system may also be set to prevent access to a building after certain hours at night, due to schools schedules, or security threats.
10. Keyfobs that are not used for an *extended* period of time will automatically deactivate. They may be reactivated when needed by contacting the Business Manager.
11. Keyfobs that are issued to coaches, volunteers, or other temporary employees, may be set to *automatically expire* at the conclusion of a season, a school year, or an event. If you are **not** a regular daily district employee, it is important to stay in contact with your supervisor regarding the need to maintain access from year to year. Keyfobs may be reactivated as needed.
12. **Failure to follow these procedures may result in the loss of building access privileges.**