

Gervais School District Access Protocols

Keys, Security Cards, Network Access, Email Access, SIS Access

General Guidelines

- All paid permanent staff members, and contracted personnel will have access to their work site.
- Non-Gervais School District employees may be given access for specific times and activities/appointments and will expire at a predetermined date.
- The building administrator and the Superintendent must approve requests for access.
- Access, if granted, will be terminated at the end of the activity/appointment/employment.
- Students will not be issued keys, key cards, or SIS (Student Information System) access (exceptions will be granted for the GHS gate)
- Background checks are required of all employees and volunteers

Procedures for requesting keys, security cards, network access, email access, and SIS access

- The superintendent (or designee) is responsible for approving access for building employees. Administrators shall submit the request for access via email. Email requests must include:
 - Full legal name correctly spelled
 - Position title
 - Building and assigned room/office
 - Days and hours of required access
 - Start and end date of assignment
 - Is email, network, or SIS (PowerSchool) access requested? (discretion of the Tech Department)
- Upon superintendent (or designee) approval, the requestor shall make an appointment with the Student Accounting Specialist between 7:30 AM and 3:30 PM where the employee's photo will be taken, so that the access card can be printed and issued.
- The Technology Department will provide employee training on network access, email use, and SIS access and use.
- The building administrator or designee will provide employee training on the use of the card access and security system including:
 - School hours, weekend, holiday door schedules
 - Entering the building when the alarm system is active
 - Checking the alarm system for alarm status
 - Disarming/arming the alarm system
 - Notifying security monitoring service if the alarm is tripped

Lost or stolen keys or key cards must be reported to the Maintenance Director immediately. Compromised network or SIS passwords must be reported to the Tech Director immediately.

Check Out Procedures

- Administrator will notify the business office, food service, technology, and maintenance departments if an employee (including coaches) is leaving and provide their last day on campus.
- All Photo ID/access cards must be returned to the administrator upon completion of employment or term of duty with the district. Returned access cards must be forwarded to the Maintenance Director.
- All keys must be returned to the administrator upon completion of employment or term of duty with the district. Returned keys must be forwarded to the building secretary or Maintenance Director.