Administrative Procedure

Section:	Operations
Title:	Security Systems

The Board of Education recognizes the need for security systems for control of access to district facilities, grounds and other property and will develop and maintain regulations that govern the operation of these systems.

Areas of Responsibility

The Secretary-Treasurer is responsible for the internal controls for the security of electronically stored information.

The Facilities Department:
- Is responsible for the district-wide management, control and maintenance of the security and key systems.
- Will provide principals/building managers with the training required to manage the systems within their building.
- Is responsible for the control of building access by facilities staff and by outside user groups booked through the facilities office. Facilities will advise principals/building managers of all bookings.

Principals and Building Managers are responsible for:
- Are responsible for the 'in-house' control and distribution of keys and security cards for school and administrative activities.
- Are responsible for training staff (system users) in the use of the security and key systems.

Principals and Building Managers

The Principal/Building Manager is responsible for all keys and security cards issued to the building. Distribution to staff is at their discretion.

All keys and cards issued to staff must be recorded and signed for on a School Log for the Issuance of Keys and Security Cards form.

All keys and cards issued must be returned to the principal/building manager upon the staff transferring to another facility, termination of employment or long-term leave of absence.

General Regulations

Facilities will maintain a log of keys and cards issued to all other administrative and support staff, including custodial staff.

The unauthorized issuing of keys or the knowledge of individuals possessing unauthorized keys or security cards must be reported to the Facilities Department.

Lost keys and security cards must be reported immediately to Facilities.

Unless otherwise authorized by Facilities, all security and key system changes and additions must be requisitioned to Facilities by the Principal / Building Manager.

A charge reflecting actual costs will be invoiced to the facility through the Principal / Building Manager for the following:

- A key or card has been lost or not returned.
- A zone requires re-keying due to a lost key or card.
- A call-out was required due to improper use of the security system or facility entry outside of normal operating hours.
- A facility requests changes to the key or security system.

Units of Issue Keys and Security Cards

The standards for the issue of exterior keys and security are:

- Elementary – two sets + one set for every 100 students.
- Secondary – four sets + one set for every 100 students.

Computer System Passwords

Passwords will adhere to the following complexity requirements:

- changed on a periodic basis;
- not be a word found in the dictionary;
- not be a name of a pet, a spouse, or a child;
- contain a combination of letters, numbers and special characters;
- use both upper and lower case characters.

Date Adopted: February 2000

Date Amended: February 2003 (Formerly 7.6.1, AP#113)

Definition:
- *Security Systems are key systems, password systems and other systems for controlling access to buildings and internal spaces, grounds and other property.*