



Door Access Card User Agreement

This agreement outlines the responsibilities I have as a card holder as an employee of the San Benito Consolidated Independent School District (SBCISD) Door Access Card (Card). My Acceptance of this agreement indicates that I have read and understand the Identification/Access Card Policy and agree to adhere to the protocol and procedures established for Door Access Cards.

1. The Door Access Card is intended to facilitate the entry to electronically access-controlled doors on SBCISD premises.
2. I understand that the Door Access Card is issued in my name as the sole authorized person for access to the appropriate areas of my department/campus. I will not allow any other person to use my Card. I understand that I should not open the door for others that do not have their own card, but rather direct the person to the San Benito CISD Police for assistance.
3. I understand that I must wear card with the front of the card visible on the outside of my clothing or have the card available if I wear a uniform that displays my name when on duty, providing services, or accessing SBCISD facilities.
4. I will not prop open doors as this will activate a security breach to the campus or facility.
5. I will not punch holes in the card, attach or affix any pins or decorations to the card, bend the card, or wash the card as it may render the card inoperable.
6. I understand that cards should not be left unattended on desks, near door locks, or carried in such manner to be susceptible to loss or theft.
7. I understand that upon separation or termination of employment, the Door Access Card must be returned to the San Benito CISD Police Department. The Director or Principal where the person was assigned is responsible for ensuring that the card is retained before the person leaves SBCISD premises.
8. I understand that I must immediately notify my supervisor if my Door Access Card is lost, missing, stolen, or damaged. The supervisor should notify the SBCISD Police Department immediately upon notification.
9. I understand that the Human Resource Department will assess employees/individuals a fee of \$15.00 for a replacement card if their card was lost, missing, or damaged. If the card is stolen and a police report is filed and produced, then there will be no charge. If the card is stolen due to negligence of the card holder, then the \$15.00 charge to replace the card will apply.

Acknowledgement

I acknowledge that I have read, understood and agreed to this agreement.

Print Name: _____ Employee Number: _____

Signature: _____ Date: _____

Door Access Card Number: _____ Issued By: _____