

# Key Control Acceptable Use Procedure (KC-1.0.1)

By accepting this agreement the user agrees to abide by the terms and conditions set forth below. The terms for service include abiding by the Key Control Unit Procedures and other applicable state and federal laws and University rules and regulations. Schlage Management System (SMS) software may not be used to provide access to anyone not formally affiliated with the University.

Any receipt, re-transmission or destruction of software or data must observe copyright laws, license restrictions and University policies. Viewing, copying, altering or destroying any file, or connecting to a host on a network without explicit permission of the owner is a violation of this policy.

Users may not share University system passwords, use another person's account, even with permission, or allow use of an established connection by someone other than the registered system operators. Users may not forge or otherwise misrepresent another's identity through any form of communication.

## Role of System Operator:

1. Add access for authorized card user(s) (Faculty/Staff/Students) by authorized system operator.
2. Implement appropriate time zone schedules to locks. This will lock or unlock doors according to department needs.
3. Retrieve reports for **audit purposes** (unauthorized access & history reports). \*Reports can be customized at the request of system operator(s)
4. Immediately revoke access for terminated/separated card users (Faculty/ Staff/ Students).

## System Operator Responsibility:

1. Ensure that new or existing card access (Faculty/Staff/ Students) has been authorized by department head and system operator.
2. Ensure that time zone schedules open and close only during building operating hours.
3. Ensure that every semester a status audit report be performed for existing or terminated card users to be submitted to the Key Control unit via email.
4. Ensure that any and all card access users that are terminated or separated are deleted from SMS in conjunction with department head and human resources. **Key Control Unit must be notified immediately via email or phone call.**

Individuals who violate the aims of this procedure will be subject to disciplinary action or to referral to law enforcement authorities. Key Control Unit personnel are authorized to monitor suspected violations and to **audit use of SMS** wherever it is installed. This procedure agreement bears an annual expiration and must be renewed on the 30<sup>th</sup> of July. **Permission to use SMS will not be granted unless this agreement is signed.**

X _____ Department Head	_____ Print Name
X _____ System Operator	_____ Print Name
X _____ System Operator (Optional)	_____ Print Name
X _____ System Operator (Optional)	_____ Print Name

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Department Name