

Policy Title:	PHYSICAL ACCESS CONTROL	Policy ID:	
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I. **Purpose of Policy**

To provide a safe environment for students and employees by facilitating secure access by authorized users to Hartford School District buildings, premises and equipment.

II. **Policy Scope**

This policy addresses the design and management of Physical Access Control Systems and associated Physical Control Access regulations used to control and monitor access to District locations or resources.

III. **Definitions**

Physical Access Control is a matter of who, where, and when. Physical Access Control is the selective restriction of access to a place or other resource as a means of managing and/or monitoring access to areas or to certain small assets.

A Physical Access Control System determines who is allowed to enter or exit an area, where they are allowed to exit or enter an area, and when they are allowed to enter or exit an area. It may also record and or monitor these activities.

A Credential is a physical/tangible object, a piece of knowledge, or a facet of a person's physical being that enables an individual access to a given physical facility or area.

IV. **Policy Statement**

- The District shall establish Physical Access Control standards that address the design, administration and management of the District's Physical Access Control Systems and any associated Physical Access Control regulations.
- The Superintendent, or designee(s), shall establish procedures and regulations regarding the granting and removing of Physical Access Control Privileges and the issuance and return of Credentials based on the specific needs and requirements of the District.
- The District shall establish procedures to periodically audit the granting and removing of Physical Access Control Privileges and the issuance and return of Credentials.
- The use of access records from the Physical Access Control System shall be subject to all other relevant policies or procedures of the District, including policies and procedures concerning the confidentiality of student records.

Responsible Owner:	Hartford School District	Contact(s): email	T.DeBalsi
Approved By:	HSD Board Rep	Revision History:	
Approval History:			
Current Approval Date:	4/23/2020		

Related Policies & Procedures:	n/a		
Related Job Aids:			