



Fond du Lac Ojibwe School Proxy Card System Policy

Approved by the Fond du Lac Ojibwe School Board May 16, 2024.

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Approved by the Fond du Lac Reservation Business Committee: November 19, 2014.

Fond du Lac Ojibwe School Proxy Card System Policy

I. Proxy Card System (PCS) Overview

- A. A proxy card system is a contactless key card reader security system used on doors; it replaces traditional lock and key systems and provides greater control over when and who has access to a building or areas within a building.
- B. The proxy card system has customizable options for controlling access to the building or specific areas within the building based on employees' job descriptions and the time and day access is attempted.
- C. The purpose of the proxy card system is to provide a secure work environment for Fond du Lac Ojibwe School employees, a secure learning environment for students, and to maintain the security of the school building after hours.

II. General Provisions

- A. New Employees shall receive their card as part of their on-boarding IAW with New Employee Policy. Program Supervisors determine employee access needs based on the duty position of the employee, the needs of the school, and the security guidance provided by the Superintendent or their authorized representative.
- B. Program Supervisors authorize changes to access as needed, e.g. a duty position changes, disciplinary action, security needs, etc.
- C. Employees shall wear proxy cards in a visible location at all times during the work day.
- D. Employees shall use proxy cards each time they pass through a proxy card protected door; multiple persons cannot pass through on a single card use except in the case of the entrance of guest approved by the Superintendent or their designated representative.
- E. Employees may not “prop open” card protected doors or otherwise seek to defeat the security of the doors without clear and explicit authorization from Program Supervisors. Propping card protected doors open for longer than 30 seconds triggers a local school alarm. Employees who continue to prop open card protected doors without authorization will be subject to disciplinary action. Employees may not allow strangers to tailgate them into the building. Employees must remain vigilant if someone without a Proxy Card tries to tailgate behind an authorized employee.
- F. Employees must ensure card protected doors close securely behind them when entering or leaving a secure area.

G. Employees must secure Program Supervisor authorization to enter the school outside regular business hours.

H. Employees must surrender proxy cards: on demand of their Program Supervisor, or the Superintendent or their authorized representative, or; upon termination or completion of a term or employment or internship with the School.

III. Proxy Cards Replacements

A. Employees must report damaged, lost, or stolen proxy cards to their supervisor immediately. The Program Supervisor will notify a member of the Administrative Team of the loss and authorize a new for the employee. There is a charge of **\$25 for replacements cards.**

IV. Proxy Card Misuse

A. Employees shall not lend proxy cards to other individuals, to include other employees.

B. Employees shall not grant entry to unauthorized individuals into an area secured by a card protected door.

C. Employees shall not intentionally attempt to access an area to which they do not have access. Employees who have accessed or tried to access an area outside of their access level, whether such attempt was intentional or not, may be asked for a written explanation

D. Employee misuse of proxy cards or attempts to defeat proxy card protections or security will result in disciplinary action as described in the Fond du Lac Band of Lake Superior Chippewa Employment Handbook.

E. Keys shall not be duplicated by unauthorized personnel. RFID scanning and other technology to circumvent Card Security is strictly prohibited.

V. Administrative Team

A. The Team is responsible for working with coordinators to develop access levels for their employees, maintaining the system, creating reports and submitting them to the appropriate person. All changes to employee access levels must be approved by the Superintendent.

B. The Administrative Team consists of Supervisors appointed by the Superintendent. The Team will help coordinators determine the access level for new positions.

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Proxy Card System Amendment

Name: _____

Position: _____

Employee Signature _____

Date

Office Use Only

New _____

Lost _____