

### Cameras

Dennis-Yarmouth Regional High School uses cameras for safety and security purposes and may not be used for teacher disciplinary reasons.

### Computers

User name and passwords are issued from the technology department. Never give your password to anyone else. It is a violation of the Acceptable Use Policy to share your password.

When leaving a room, every staff member must log off of the computer and be sure the room is locked. No student is ever allowed to use the teacher's computer.

### Evacuations

In the event of an evacuation teachers are responsible for their present class. Teachers must bring their attendance list with them. When evacuating your room, windows should be closed, lights should be off, and the door should be locked. Students are expected to remain with their teacher throughout the evacuation. Cell phone use is prohibited during evacuations.

### Hallways

Teachers are asked to stand in the hallway between classes.

### Keys

- ▶ Keys are distributed and collected through the maintenance office that is located in the 300 wing.
- ▶ A record is kept on file of all keys issued. Lost keys and/or proximity cards must be reported immediately to Mr. Jenks.
- ▶ Keys are to be kept in a secure location.
- ▶ Students are never allowed to use teacher's keys.
- ▶ No teacher or staff member at any time is to have a school key duplicated.
- ▶ Substitute teachers do not have keys. They depend upon teachers in neighboring rooms to lock and unlock classrooms. You will receive an email every day that lists what teachers are absent and who his/her substitute is.

### External Doors

- ▶ All external doors are locked when the 7:22 bell rings.
- ▶ After the bell all students are to enter the building through the front door.
- ▶ Except in exigent circumstances, no one, students or staff, should open any external door for someone.
- ▶ External doors should not be propped open.

### Proximity Cards