



# ISY Campus Access Policy 2017-2018 Appendix 5

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## Introduction

Beginning with the 2014/2015 academic year, the International School Yangon began phasing in more stringent access controls to the ISY campus. These measures are intended to allow people who have business on the campus to freely come and go but prevent unauthorized access.

During the 2016/2017 the International School Yangon further strengthened access control measures by adding Radio Frequency Identification (RFID) badges and tags for all faculty, staff, students, vendors, visitors, and vehicles. RFID badges enable ISY Security to determine who is on campus at any given time. It will also, ensure that only authorized people are allowed on the ISY campus.

RFID identification is directly linked with access to the ISY Campus. Access to the ISY campus, in order of priority, is defined below:

1. ISY Students
2. ISY Faculty and Staff
3. ISY Association Members (Parents)
4. ISY Alumni
5. Authorized Visitors
6. ISY Vendors
7. Authorized External Organizations/Groups

## Purpose

The safety and security of ISY students, faculty, staff, and visitors is of paramount importance to ISY. Schools, specifically international schools, represent an easy (soft) target for would terrorists or criminals. ISY would be negligent to wait for a critical incident to occur before implementing appropriate security protocols. One method of enhancing the safety and security of the ISY students, faculty, staff, and visitors is to ensure that only authorized people have access to the ISY campus. In order to accomplish this, the ISY Security Office has developed an access policy that balances security concerns with access requirements.

The ISY Main Campus located at 20 Shwe Taungyar, Bahan Township, Yangon, Myanmar serves students from grades Pre-K to 12.

This should be considered a living document and will be amended as the external security situation changes.

## General Access Requirements

1. All visitors to the ISY campuses must present photo identification to the ISY Security Office in exchange for a visitors ID.
2. Visitors with ISY identification must wear/display the identification at all times while visiting the ISY Campuses.
3. All visitors are subject to search upon entry and exit.

## Access to the ISY Campus by ISY Faculty and Staff

1. ISY Faculty and Staff will be issued photo identification with an embedded RFID tag.
2. The ISY identification will activate the pedestrian turnstiles located on the front steps, at the gate to the language house, and in the basement of building A.
3. The ISY Faculty and Staff are free to access the campus at any time with their ISY identification.
4. A record of the Faculty or Staff member's entrance and exit into/from the ISY campus will be recorded by name, ID Number, date, time, and gate.
5. While on campus, ISY Faculty and Staff are required to wear/display their ISY identification at all times.
6. After-hours access to the ISY Campus is only through the main gate. After hours is defined as 8:00 PM to 6:00 AM and weekends.
7. Loss of ISY identification must be reported to the ISY Security Office. A fee will be charged for a replacement ISY identification card.
8. The ISY identification is only for the use of the person to whom it is issued. Unauthorized use, which may include allowing a third party to use the identification, will result in confiscation of the ISY identification and a disciplinary action.

## Access to ISY Campus by ISY Students

The ISY culture encourages students to be responsible for themselves, others, and the school. Because students respect this culture, ISY has been able to make campus accessible to students with fewer rules. The campus will continue to be accessible to ISY students as long as they continue to be responsible, and follow the guidelines.

1. ISY Students will be issued both photo identification or a bracelet with an embedded RFID tag.
2. The ISY identification/bracelet will activate the pedestrian turnstiles located on the front steps, at the gate to the language house, and in the basement of building A.
3. A record of the student's entrance and exit into/from the ISY campus will be recorded by name, ID Number, date, time, and gate.
4. While on campus, ISY students are required to wear/display their ISY identification/bracelet at all times.
5. Normal hours for ISY Elementary and Middle School are:
  - a. Elementary School 7:30am – 4:00pm
  - b. Middle School 7:00am – 4:00pm

6. ISY Elementary and Middle School students may remain on campus after-hours only if engaged in an ISY approved and supervised activity.
7. ISY High School students have access to the campus after-hours.
8. After-hours access to the ISY Campus is only through the main gate.
9. After hours is defined as 8:00 PM to 6:00 AM and 8:00 AM to 8:00 PM on weekends.
10. After 8:00 PM on weekdays and weekends, high school students may remain on campus only if engaged in a supervised activity.
11. Loss of the ISY identification must be reported to the ISY Security Office. A fee will be charged for a replacement ISY identification card.
12. The ISY identification is only for the use of the person to whom it is issued. Unauthorized use, which may include allowing a third party to use the identification, will result in confiscation of the ISY identification and a disciplinary action.

## Access to the ISY Campus by ISY Association Members

ISY Association members are typically the parents/legal guardians of ISY students. In order to ensure ease of access all ISY Association Members will be issued and must use ISY identification.

Association Members may obtain their ISY identification by the one of the following two methods:

1. Method 1: Email or submit a passport sized photograph to the ISY Security office. The following information should be included:
  - a. Name of Association Member
  - b. Name of Student(s)
2. Method 2: Association Members may come to the ISY Security Office during business hours. The ISY Security Office will take their photograph and generate the ISY identification.
3. The ISY identification will activate the pedestrian turnstiles located on the front steps, at the gate to the language house, and in the basement of building A.
4. After-hours access to the ISY Campus is only through the main gate.
5. After hours is defined as 8:00 PM to 6:00 AM and 8:00 AM to 8:00 PM on weekends.
6. While on campus, ISY Association Members are required to wear/display their ISY identification at all times.
7. A record of the ISY Association Member's entrance and exit into/from the ISY campus will be recorded by name, ID Number, date, time, and gate.

8. Loss of the ISY identification must be reported to the ISY Security Office. A fee will be charged for a replacement ISY identification card.
9. The ISY identification is only for the use of the person to whom it is issued. Unauthorized use, which may include allowing a third party to use the identification, will result in confiscation of the ISY identification and a loss of campus access privileges.

## Access to the ISY Campus by Authorized Vendors

ISY contracts with outside vendors for the cafeteria service, the snack bar, and other activities. In order to ensure ease of access the following access policy pertains to ISY Vendors.

1. ISY Vendors will be issued photo identification with an embedded RFID tag.
2. The ISY identification will activate the pedestrian turnstiles located on the front steps, at the gate to the language house, and in the basement of building A.
3. A record of the vendor's entrance and exit into/from the ISY campus will be recorded by name, ID Number, date, time, and gate.
4. While on campus, ISY Vendors are required to wear/display their ISY identification at all times.
5. ISY Vendors are allowed access to the ISY campus only during normal business hours.
6. If pre-arranged, ISY Vendors may have access to the ISY campus during certain school sponsored events.
7. Loss of the ISY identification must be reported to the ISY Security Office. A fee will be charged for a replacement ISY identification card.
8. The ISY identification is only for the use of the person to whom it is issued. Unauthorized use, which may include allowing a third party to use the identification, will result in confiscation of the ISY identification and a loss of ISY campus access.

## Access to the ISY Campus by External Organizations

ISY allows approved organizations and groups external to ISY utilize ISY sports facilities and, on occasion, ISY classrooms. In most instances, these organizations have little or no affiliation with ISY. Sport facility scheduling is purview of the ISY Athletic director, however, access to ISY facilities is dictated by the ISY access policy. Individuals associated with external organizations/groups must adhere to the following guidelines prior to being allowed the use of the ISY Campus:

1. Before being allowed access to the ISY facilities, individuals associated with external organizations/groups must sign a waiver of liability and pay a \$10.00 ID processing fee to the ISY business office. The \$10.00 processing fee is the cost of providing an ISY identification and is independent of any facility usage fee (Appendix I).
2. Upon displaying proof that the fee has been paid and that a waiver has been executed to the ISY Security Office, individuals will be issued ISY identification.
3. ISY identification will be coded to allow access only during the time period of the associated activity(s).
4. The ISY identification will only activate the pedestrian turnstiles located on the front steps.
5. A record of the individual's entrance and exit into/from the ISY campus will be recorded by name, ID Number, date, time, and gate.
6. While on campus, the wearing/displaying of their ISY identification is required at all times.
7. Loss of the ISY identification must be reported to the ISY Security Office. A fee will be charged for a replacement ISY identification card.
8. The ISY identification is only for the use of the person to whom it is issued. Unauthorized use, which may include allowing a third party to use the identification, will result in confiscation of the ISY identification and a loss of ISY campus access.

## Access to the ISY Campus by other Visitors

ISY has two categories of visitors. Visitor - Escort Required and Visitor. The category Visitor - Escort Required typically pertains to all non-ISY affiliated visitors to include sub-contractors, outside vendors, delivery personnel etc. The regular Visitor category generally pertains to ISY association members who have forgotten to bring their ISY identification. The following guidelines pertain to all visitors in the preceding categories:

1. All visitors to the main campus are required to use the main entrance at 20 Shwe Taungyar for access.
2. All visitors are required to present a photo ID to the ISY Security Office. Visitors without photo identification will not be allowed to enter the ISY Campus. The photo identification will be exchanged for an ISY visitor's badge (either escort required or

visitor).

3. The ISY identification will only activate the pedestrian turnstiles located on the front steps.
4. A record of the use of the ID into/from the ISY campus will be recorded by ID Number, date, time, and gate.
5. While on campus, ISY Visitors are required to wear/display ISY identification at all times.
6. ISY Visitors are allowed access to the ISY campus only during normal business hours.
7. Loss of the ISY identification must be reported to the ISY Security Office. A fee will be charged for a replacement ISY identification card.
8. The ISY identification is only for the use of the person to whom it is issued. Unauthorized use, which may include allowing a third party to use the identification, will result in confiscation of the ISY identification and a loss of ISY campus access.

## Vehicle Access

### Vehicle Access to the ISY Campus by Association Members

1. Vehicles are allowed onto the ISY Campus at the main gate drop off/pick up area for purposes of dropping off/picking up students, Association Members, and Faculty/Staff.
2. All Association Members and Faculty/Staff will be provided a vehicle placard.
3. The vehicle placard will have an embedded RFID tag that corresponds to the Association Member and related students or with the Faculty/Staff member.
4. The vehicle placard will activate the barrier gate at the main entrance.
5. A record of the vehicle's entrance and exit into/from the ISY campus will be recorded by Association Member, date, and time.
6. Association members will be issued one (1) vehicle placard for free. Additional vehicle placards will be available for a fee.
7. Loss of ISY vehicle placard must be reported to the ISY Security Office. A fee will be charged for a replacement ISY vehicle placard.
8. The ISY vehicle placard is only for the use of the Association Member to whom it is issued. Unauthorized use, which may include allowing a third party to use the identification, will result in confiscation of the ISY vehicle placard and a revocation of campus access.

### Vehicle Access to the ISY Campus by Vendors



1. Outside vendors need occasional access to the ISY campus at the main gate for purposes of delivering goods or picking up other materials.
2. Access will be granted on an as needed basis and under the supervision of ISY Security.
3. Vehicles will be inspected with a mirror prior to be allowed onto the ISY Campus.
4. Vehicles are allowed to remain on campus only long enough to conclude their business.

## Access to the ISY Campus by Personal Drivers and Nannies

### Drivers

1. Drivers are not permitted to loiter on or near the ISY Campus.
2. Drivers will only be allowed on the campus for the express purpose of picking-up and dropping-off ISY children and then only if their vehicle has an ISY issued placard with an embedded RFID tag.

### Nannies

1. Nannies may obtain an ISY identification badge through the following procedure:
  - a. Nannies must present a National Registration Card (NRC) or Passport and a letter from their employer to the ISY Security Office. The letter will identify the nanny. In addition, the letter should list the ISY student's names, ages, and grade.
  - b. The ISY Security Office will take an ID photograph and record basic contact information about the Nanny, the nanny's employer, and the children designated by the employer.
  - c. Nannies can normally pick up their ISY identification from the ISY Security Office within 2-3 business days.
2. With an ISY identification badge, Nannies will be allowed onto the ISY Campus beginning at 2:40 PM each day through the pedestrian access gate adjacent to the vehicle exit. In the case of early dismissal, nannies will be allowed onto the ISY Campus beginning at 11:20 AM.
3. Nannies will be required to display/wear their ISY badge at all times while on the ISY Campus.
4. The ISY ID will be checked upon entry and exit. ID. ISY ID from previous years is invalid.
5. Nannies without an ID will not be allowed on the campus.
6. Nannies will only be allowed into the pick-up steps area.

7. Nannies are not to loiter in the driveway area.
8. Once the nannies identify their children and vice versa, they need to depart the pick-up area, unless they are waiting for a vehicle that is in the vehicle queue.

## Special Campus Events

### School Sponsored Events/Ad Hoc Sporting Activities

1. Unless previously discussed with the ISY Security Office, visitors for all school sponsored events and other ad hoc sporting activities will be required to provide photo identification to the ISY Security Office in exchange for an ISY visitor badge.
2. For adhoc sporting activities, refer to External Organizations.
3. Organizers of community sporting events (i.e. Basketball, Volleyball, Soccer) are requested to provide the ISY Security Office with a roster of participants a week prior to the event.
4. Visitors without photo identification or ISY identification will not be allowed on the ISY campus.

### Access During Large Community Events

1. The ISY Security Office is aware that several large community events are scheduled to occur on the ISY campus during the school year (i.e. International Day, Fun Fair, Movie Nights, etc.)
2. The ISY Security Office will work with the event coordinator(s) in order to ensure smooth access to these events.
3. Event coordinator(s) must coordinate with the ISY Security Office during the initial planning stages of the event so that the security plan and access requirements can be incorporated into the event plan.

### Access During Scheduled School Sponsored Sporting Events

1. Rosters of visiting teams are requested at least a day prior to the scheduled event.
2. Visiting coaches will be allowed to sign-in for their team at the ISY Security Guard House.
3. Once the entire team has arrived on campus, access and exit through the turnstiles will be facilitated by ISY Security.
4. Visiting coaches are requested to identify visiting team members who will not be departing with the team at the conclusion of the game and will, instead, be picked up by a personal driver. Identified visiting team members will be allowed to wait on the ISY steps until their driver arrives.
5. All other visitors, which include referees, event spectators, etc. will be required to provide photo identification to the ISY Security Guard Office in exchange for an ISY

visitor badge.

6. ISY Association members, Alumni etc. may utilize their ISY identification.
7. Visitors without photo identification will not be allowed on the ISY campus

## Restricted Access

Access to the following ISY facilities is restricted:

1. Instructional Swimming Pool

The Instructional Swimming Pool is only available for authorized ISY sponsored and supervised instructional activities and competitions.

2. Fitness Center

The Fitness Center is only available for the ISY Faculty and Staff, ISY HS Students who have signed a liability waiver and who have been certified by the PE Staff, and ISY Association members who have signed a liability waiver.

## Appendix I

### ISY Issued Identification and Facility Use Fee Schedule

#### ISY Issued Identification

<b>Type of ID</b>	<b>Initial Cost</b>	<b>Replacement Cost</b>
Faculty/Staff	No Cost	\$2.00
Student	No Cost	\$10.00
Association Member	No Cost	\$10.00
Vendor	No Cost	\$10.00
External Organizations	\$10.00	\$20.00
Nannies	\$10.00	\$10.00

#### ISY Issued Vehicle Placards

<b>Placard Type</b>	<b>Initial Cost</b>	<b>Additional/Replacement Cost</b>
Faculty/Staff	No Cost for First Placard	\$10.00 per Placard
Association Member	No Cost for First Placard	\$10.00 per Placard

#### Facility Use Fees<sup>1</sup>

<b>Facility</b>	<b>Day Use per Hour</b>	<b>Night Use per Hour</b>
Soccer Pitch	\$75.00	\$100.00
Outdoor Court/Main Campus	\$75.00	\$100.00
ISC	\$75.00	\$100.00
Classroom	\$100.00	\$100.00
Cafeteria	\$150.00	\$150.00
Futsal <sup>2</sup>	\$75.00	\$100.00
Indoor Gymnasium <sup>2</sup>	\$200.00	\$200.00
Fitness Open Area <sup>2</sup>	\$75.00	\$100.00
Instructional Pool <sup>3</sup>	Restricted Access	Restricted Access
Fitness Center <sup>4</sup>	Restricted Access	Restricted Access
ECIC <sup>5</sup>	Restricted Access	Restricted Access
ASA Outside Providers	\$50.00 per term	

<sup>1</sup> ISY Students, Faculty, Staff, Association Members, and Alumni are not required to pay a usage fee. Any group that includes less than 50% of the ISY community as defined must pay a fee. Unless otherwise stated, fees are one hour per week for one month. No adjustments are made for holiday periods.

<sup>2</sup>The Futsal, Indoor Gymnasium, and Open Fitness areas will be available circa January 2017, following completion of the Sports and Science Center Building.

<sup>3</sup> The Instructional Pool is only available for authorized ISY sponsored and supervised instructional activities and competitions. The Instructional Pool is not available for after-hours use by the ISY Association or the wider community.

<sup>4</sup> The Fitness Center is only available for the ISY Faculty and Staff and for supervised ISY instructional activities. The Fitness Center is not available for use by the ISY Association or the wider community.

<sup>5</sup> After hours use of the ECIC is only available for ISY sponsored activities

## Appendix II

Examples of ISY Identification



**ISY Staff/Faculty**



**ISY Association**



**ISY Security**



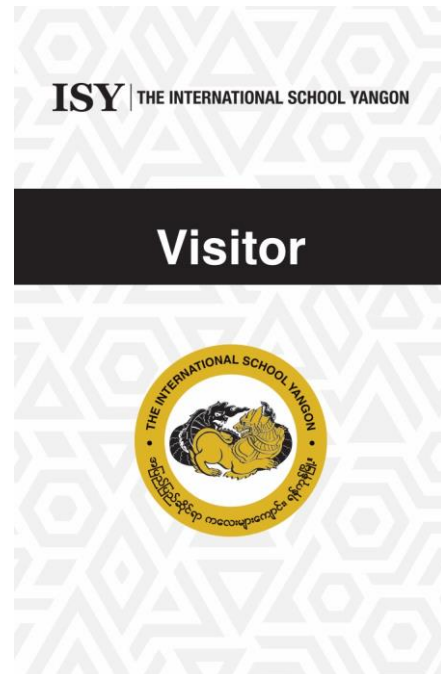
**ISY Alumni**



**ISY Vendor**



**Outside Group**



**Visitor Badges**

Appendix III  
ISY Waiver of Liability (Example)

WAIVER OF LIABILITY  
THE INTERNATIONAL SCHOOL YANGON  
WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

1. In consideration for receiving permission to be physically in or on any of the International School Yangon (ISY) campuses, I hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE The international School Yangon, the ISY Board of Management, their officers, agents, or employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, while in, on or upon the premises, REGARDLESS OF WHETHER SUCH LOSS IS CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise and regardless of whether such liability arises in tort, contract, strict liability, or otherwise, to the fullest extent allowed by law.

2. I am fully aware of the risks and hazards connected with being in, or on the International School Yangon campuses, and I am aware that such presence includes the risk of injury and even death, and I hereby elect to voluntarily participate in being in or on the ISY campuses, knowing that the use may be hazardous to my property and me. I understand that ISY does not require me to use or to be in or on their facility. I voluntarily assume full responsibility for any risks of loss, property damage, or personal injury, including death, that may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such use, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES or otherwise, to the fullest extent allowed by law

3. I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS the RELEASEES from any loss, liability, damage, or costs, including court costs and attorneys' fees that Releases may incur due to my being in or on the ISY campuses, WHETHER CAUSED BY NEGLIGENCE OF RELEASEES or otherwise, to the fullest extent allowed by law.

4. It is my express intent that this Waiver and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a RELEASE, WAIVER, DISCHARGE, AND COVENANT NOT TO SUE the above-named RELEASEES. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with laws of Myanmar and that any mediation, suit, or other proceeding must be filed or entered into only in Myanmar and courts of Myanmar. Any portion of this document deemed unlawful or unenforceable is severable and shall be stricken without any effect on the enforceability of the remaining provisions.

**IN SIGNING THIS AGREEMENT, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Agreement for full, adequate and complete consideration fully intending to be bound by same.**

I HEREBY CERTIFY that I have personal health insurance.

IN WITNESS WHEREOF, I have signed this Waiver and Agreement under seal on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

WITNESS: \_\_\_\_\_

PARTICIPANT or Parent of Minor: \_\_\_\_\_

Print name: \_\_\_\_\_

Print name: \_\_\_\_\_

Government issued photo ID

Issuing state or country:

Number:

ID Attached

IN CASE OF MINOR

Minor's Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_