

TeacherLock is a trademark of DefCon Products, LLC.

Administrative Policies and Procedures - Keys

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Authorized by TeacherLock Management

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1. General

The security of doors in schools and institutions is essential for the protection of its occupants. To reinforce door security, it is the policy of DefCon Products, LLC and TeacherLock to restrict the issue its Proprietary Activators and Outside Door Keys ("Keys") to authorized organizations and only after suitable identification and credentials have been verified. By purchasing TeacherLock, the customer agrees that all keys issued are proprietary and shall not be duplicated by end users or obtained from any source other than TeacherLock. Unauthorized possession, use, or reproduction of a TeacherLock key may constitute theft or misappropriation of our customer's property.

2. Assignment and Control of Keys

TeacherLock only issues keys to authorized purchasers and our sales partners. After issuance, it is the responsibility of those organizations to control keys appropriately. It is highly encouraged that institutions develop their own policies to control the authorized use of keys.

3. Not for Retail Sale

TeacherLock will not sell its locks or keys to the general public. Our devices are intended to protect schools and other institutions as well as their occupants. Accordingly, we will not sell or issue keys online without prior verification of the purchaser. TeacherLock staff will exercise the appropriate amount of diligence in validating the identity of the individual or organization prior to issuing a key.

4. Customer Key Policy

It is highly encouraged that schools and institutions develop and communicate a key control policy to its employees

Sincerely,

The TeacherLock Team