



## SECURING A STUDENT MACHINE (TEACHER) (TCH-W003)

### 1.0 SCOPE:

- 1.1 This work instruction outlines the steps taken by Teachers to secure a machine.

### 2.0 RESPONSIBILITY:

- 2.1 Teachers

The online version of this work instruction is official. Therefore, all printed versions of this document are

### 3.0 APPROVAL AUTHORITY:

- 3.1 Chief Technology Officer

### 4.0 DEFINITIONS:

- 4.1 None.

### 5.0 WORK INSTRUCTIONS:

*In either of the below scenarios, make sure you **DO NOT** attempt to investigate yourself. Allow your School Administrator and the Technology Department to coordinate the forensics investigation.*

- *Do not attempt to look up the browser's history of visited sites.*
- *Do not look through folders for pictures, videos, music, or documents.*
- *Do not exit out of any screens that are open.*
- *Do not restart, shutdown, or put the computer to sleep.*
- *Do not unplug the computer and move it to any other location unless the below instructions require it.*
- *Do not touch or tamper with the computer unless the below instructions require it.*
- *During the process of responding to computer abuse, as few people as possible are to be involved in the process.*

#### 5.1 Desktops:

- Have all persons distance themselves from the machine so that it cannot be tampered with in any manner.
- Unplug the power cable from the computer/CPU forcing the computer to power down. **DO NOT** shut down the computer using the normal software shutdown or by pressing the power button on the computer. Simply unplug the computer from the wall.
- Make sure you or a teacher watches the machine until an administrator or Technology Department Technician acquires it. If the machine is in a location that is locked and only you have access, the machine will be considered secured.

#### 5.2 Laptops:

- Have all persons distance themselves from the machine so that it cannot be tampered with in any manner.
- If the laptop lid is open, turn the laptop over and remove the battery. **Do not close the laptop lid until the battery is removed.**
- If the computer has a power cable attached, un-plug it.
- Store the machine in a locked cabinet, desk, or similar furniture or keep physical possession of the laptop until an administrator or Technology Department Technician acquires it.

**6.0 ASSOCIATED DOCUMENTS:**

6.1 Computer Abuse Discover Procedure ([TCH-P026](#))

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
None identified.				

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/04/08		Initial Release
01/04/10	A	Formatting Changes