

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

Clarksville-Montgomery County School System

1.0 SCOPE:

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

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

2.0 RESPONSIBILITY:

- 2.1 Teachers

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Technology Officer

4.0 DEFINITIONS:

- 4.1 None.

NOTE: 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.

NOTE: During the process of responding to computer abuse, as few people as possible are to be involved in the process.

5.0 WORK INSTRUCTIONS:

5.1 If the machine is a desktop:

- 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 If the machine is a laptop:

- Have all persons distance themselves from the machine so that it cannot be tampered with in any manner.
- If the computer has a power cable attached, un-plug it.

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- If the laptop lid is open, **WITHOUT** closing the laptop lid, turn the laptop over and remove the battery.
- Shut the laptop lid if it was not shut when you found 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>
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None identified.

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/04/08		Initial Release