

SECURING A MACHINE (ADMINISTRATOR) (TCH-W004)

Clarksville-Montgomery County School System

1.0 SCOPE:

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

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

2.0 RESPONSIBILITY:

- 2.1 Network Technicians

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 instructions below direct it
- Do not touch or tamper with the computer unless the instructions below 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 INSTRUCTION:

IF THE MACHINE IS A STUDENT MACHINE

If the machine is a desktop:

- Make sure that TCH-W003 was conducted.
- If TCH-W003 was not implemented appropriately in any way, ensure that it does get implemented and report the mishandling to a Technology Department Technician.
- Make sure you or a teacher continues to watch the machine until a 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.

If the machine is a laptop:

- Make sure that TCH-W003 was conducted.

SECURING A MACHINE (ADMINISTRATOR) (TCH-W004)

Clarksville-Montgomery County School System

- If TCH-W003 was not implemented appropriately in any way, ensure that it does get implemented and report the mishandling to a Technology Department Technician.
- Acquire and store the machine in a locked cabinet, desk, or similar furniture or keep physical possession of the laptop until a Technology Department Technician acquires it.

IF THE MACHINE IS NOT A STUDENT RESOURCE

If the machine is a desktop:

- Have the potential adult offender as well as all other persons distance themselves from the machine so that it cannot be tampered with in any manner. If the potential adult offender is the only user of the machine, you may wait until the offender has left the building to secure the machine. Coordinate with the Chief Technology Officer when planning to acquire in this manner. Technology Department technicians will aid in the acquisition.
- If you must take immediate possession, 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 another administrator watch the machine until a 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.

If the machine is a laptop:

- You do not have the option of waiting until the potential adult offender leaves the building as they may take the machine with them.
- 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.
- 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 a Technology Department Technician acquires it.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Computer Abuse Discovery ([TCH-P026](#))

7.0 RECORD RETENTION TABLE:

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

**SECURING A MACHINE (ADMINISTRATOR)
(TCH-W004)**

Clarksville-Montgomery County School System

8.0 REVISION HISTORY:

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

***** End of Instruction *****