

## Securing Electronic Devices and Laptops

### Securing Electronic Devices

Central Services has received numerous questions asking how to protect valuable electronic items against theft. While the majority of the questions concerned items such as portable video projectors and document cameras, the ***number one stolen item is the laptop computer.***

The extent of district thefts of items such as portable video projectors and document cameras is unknown as the devices are managed and tracked locally due to the values falling below the \$5,000 fixed asset-reporting limit.

Computers are an exception to the fixed asset-reporting threshold; therefore, for computers the district exposure is understood due to the mandatory reporting requirement for lost or stolen computers as required by Board Policy/R&P.

1. Keep an accurate formal inventory.
  - a. Items in storage and checked-in items should be inventoried more frequently.
  - b. Sign out shared resources such as digital cameras.
2. Visually inspect items in your area of responsibility (including items in storage.)
3. Consider conspicuously engraving or permanently marking items.
4. When not in use, lock the items up:
  - a. Lock up items inside room (in desk, drawer, lock the wireless cart, etc.)
  - b. Lock room
5. Report thefts and losses immediately.
6. Return items when no longer needed.
7. Lock and alarm building.

### Laptops

The district has an insurance policy on computers and may cover the cost of stolen computers (on a pro rated scale.) All computers that are lost/stolen are required to be reported per policy to risk management and information security.

### General Guidelines for WCPSS Insurance

Covered	Not Covered
Previously signed Equipment Check Out Form (#1904) on file with Risk Management AND Evidence of theft (a few examples below) <ul style="list-style-type: none"> <li>• Broken window</li> <li>• Signs of forced entry</li> <li>• Building alarm tripped</li> </ul>	No signed Equipment Check Out Form (#1904) OR Personal negligence OR No evidence of theft (a few examples below) <ul style="list-style-type: none"> <li>• Stolen from unlocked car</li> <li>• Stolen from unlocked classroom</li> <li>• Stolen from unlocked house/apt.</li> <li>• Stolen when building alarm was not set</li> </ul>

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### On Campus

Individuals not taking laptop computers home are to secure it in a manner such that the laptop is not easy prey for theft. If the room housing the laptop may be used for other activities such as rented by community services, after school clubs, etc. then locking the door is not adequate security.

### Off Campus

Transporting in car (#1 theft location for the district)	<ul style="list-style-type: none"> <li>• Lock items in trunk</li> <li>• Lock vehicle (no trunk: keep out of sight)</li> <li>• Remove from vehicle when arrive at destination</li> </ul>
Hotel	When leaving room unattended: <ul style="list-style-type: none"> <li>• In safe (covered by hotel insurance)</li> <li>• If leaving in room: keep out of sight (not covered under most hotel's insurance if left in unattended room nor will it be covered under WCPSS insurance)</li> </ul>