



SECURING A MACHINE (TEACHER) (TCH-W003)

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 unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Teachers

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 building Administrator and the Technology Department to coordinate the forensics investigation.

- ***Do not tamper with the computer unless the below instructions require it.***
- ***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.***
- ***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 another 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, just close the lid.
- 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.



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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
4/30/15	B	Changed logo, deleted fifth bullet in work instructions, moved sixth bullet to top of list, replaced sentence in second bullet under laptop
3/16/23	C	Changed "School Administrator" to "building administrator". Updated 5.2