SECURING A 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

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 <u>Administrator</u> and the <u>Technology Department</u> 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 <u>Desktops:</u>
- 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 <u>Laptops:</u>
- Have all persons distance themselves from the machine so that it cannot be tampered with in any manner.
- If the laptop lid is open, **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.

6.0 ASSOCIATED DOCUMENTS:

    6.1 Computer Abuse Discovery Procedure (TCH-P026)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
None identified.				

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
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