



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

### 1.0 SCOPE:

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

### 2.0 RESPONSIBILITY:

### 3.0 Desktop Support Team APPROVAL AUTHORITY:

3.1 Chief Technology Officer

### 4.0 DEFINITIONS:

4.1 None.

### 5.0 WORK INSTRUCTION:

***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 instructions below 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 Student Resources

##### 5.1.1 Desktops:

- 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.

##### 5.1.2 Mobile Devices (to include laptops, ipads, ipods, cell phones, etc.)

- 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.
- 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.

#### 5.2 Non-Student Resource

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



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### 5.2.1 Desktops

- Have the potential 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 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.

### 5.2.2 Laptops

- 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, **close the lid**
- 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](#))

6.2 Securing A Machine (TEACHER) (TCH-W003)

## 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
01/04/10	A	Formatting Changes
04/22/15	B	Add Senior to 2.1, Remove a bullet and rearrange bullets, Remove machines add resources to 5.1.1, rename 5.1.2
3/16/23	C	Changed responsibility to Desktop Support Team. Changed "School Administrator" to "building Administrator. Updated 5.2 and 5.3



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