

## SECURING ELECTRONIC EQUIPMENT

With the increased number of portable devices/equipment in schools, there is an increased risk of theft. In order to protect these valuable assets it is important to take proactive steps to minimize the risk and severity of losses. Following a few risk management strategies can play a significant role in reducing theft and vandalism.

The following are a few strategies that should be implemented to reduce the risk of theft and vandalism:

- Use of cables to secure equipment;
- When not in use all portable equipment should be properly stored in secure location with controlled access with power and network connectivity, so as to provide updates and ready the equipment for usage next time;
- Ensure an audit trail of access to the controlled secure location for verification; limit the number of keys in circulation to this area;
- Sign-in and sign-out procedure for equipment from electronic storage area;
- Maintain a current inventory list of all electronic equipment, including serial numbers;
- Check all exterior doors and windows to ensure that they are secure when locked;
- Ensure security systems are activated;
- Keep valuable equipment away from windows after hours;
- Ensure that log-in access features are activated to ensure the security of information and make the equipment less attractive to take; and
- If this equipment is used for activities resulting in local storage of private/confidential information, loss of equipment will have to be reported to the Board's Privacy Commissioner for remediation.

For more information refer to Operational Procedure PR 550 – Safeguarding School Assets (<http://tdsbweb/PPF/Detail.aspx?id=270>).

**Thank you for your help in ensuring that our classroom equipment is secured.**