School-Issued Computer Loss Prevention/Reporting

1. Record the PC's serial number, make and model. Fixed Assets records this as well but you will want the information immediately if your PC is lost or stolen, without wading through lists to determine which one was yours.

2. Assign a rigorous Windows password to the PC to lock out unauthorized users.

3. Do not store confidential information on a PC, neither your information nor colleagues' nor students'.

4. Take laptops/tablets with you when you leave your classroom or office for the day, but if you must leave them for any reason make sure they are locked securely and out of sight.

5. Immediately report lost or stolen PCs to Police Services (915-887-6880) and Technology Services (915-887-6800). The Police Services report opens the investigation and allows activation of recovery processes for laptops and tablets.

6. Assure that doors and windows are locked when you are not in your classroom or office.