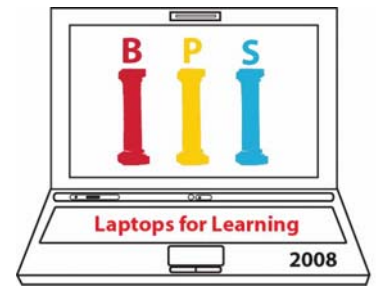


The use of BPS laptops through the Laptops for Learning (L4L) initiative is subject to the rules and conditions of the Boston Public Schools' Acceptable Use Policy (AUP). While the laptops are the property of the BPS, individuals who are assigned a laptop assume the responsibility of security and care of that laptop.

While the list of laptop procedures and guidelines below is not exhaustive, it is intended to help reduce the risk of theft, damage or loss. Please note that failure to follow these guidelines may result in personal, financial liability should the laptop in your possession be stolen and/or damaged.



Laptop Security at School:

- ✓ **Physical Security:** **BPS laptops should be secured at all times.** Schools should have a secure location to lock and store laptops, should it be necessary. Please speak with your Principal/Headmaster regarding the secure storage location.
- ✓ **Laptop Lockdowns:** **Laptops must be locked to a table, desk or cart while in use in schools.** A key lockdown cable is provided with each laptop. A laptop is portable and can easily be concealed. With this in mind, please **ensure that your laptop cannot be easily removed from its location.**
- ✓ **Leaving Laptops in Schools:** While the laptop lockdown will prevent casual theft, it is not a foolproof deterrent for a determined individual with tools and time. Please **make sure that your laptop is locked in a secure location** if you plan to leave your laptop in school overnight. Talk to your Principal/Headmaster about the school's identified secure location. **Do not leave your laptop out on a table or desk (or in plain sight) in your classroom overnight, even if it is locked down.**
- ✓ **Use in Common Areas:** To ensure security when you are using your laptop in common areas, lock the laptop to a table/desk and **never leave your laptop unattended.** Since you are ultimately responsible for damage or theft of the laptop, do not leave your device in the care of another person.
- ✓ **Laptop Loss:** If your laptop is missing, **immediately report the loss** to your Principal/Headmaster, OIIT, and file a report with Safety Services. Time is absolutely crucial when trying to recover a laptop.

Laptop Security Away from School:

- ✓ **Traveling with a Laptop:** When transporting the device, please **make sure that your laptop is properly secured in its padded case, along with all portable accessories.** Your lockdown cable should travel with your laptop at all times.
- ✓ **Laptop Storage:** **Laptops should not be left in vehicles.** Thieves target vehicles when a laptop case is visible and thieves employ Bluetooth technology to detect laptops even when they are not visible.
- ✓ **Use Outside of Home:** If you plan to use your laptop outside of your home, please **observe the same security procedures as you would in school.** Portable electronic devices of all kinds are high-theft items, and should be treated as such at all times.
- ✓ **Laptop Loss:** If your laptop is stolen while outside of school you must **immediately file a police report with the local municipality.** You must also file a report with your Principal/Headmaster, OIIT, and Safety Services.

NOTE: These guidelines are subject to updates by OIIT. Please ensure that you are following the most up-to-date procedures and guidelines for laptop security.