



SET-BC is a Province
meeting the tech

SPECIAL EDUCATION TECHNOLOGY BRITISH COLUMBIA EQUIPMENT SECURITY PLAN GUIDELINES

In recent improvements to the CAP (Collaborative Action Plan) process, SET-BC began requesting that schools address the issue of developing a security plan for the equipment loaned to each student. The aim is to heighten the awareness of much needed security measures for special technology coming into your school.

It is recommended that the school develop an Equipment Security Plan prior to the loan of SET BC equipment. This plan should also be revisited should the student change schools or receive new or additional equipment. Consideration should be given to ensuring that the equipment is safe and secure at all times. While a security plan will be highly individual depending on the specific circumstances, the following points may be helpful in developing your plan.

Desktop Systems

Storage (points to consider)

- Where will system be located when not in use i.e. locked storage area, locked classroom, etc.
- Will a table with rolling wheels be required?
- Who has keys and/or access to secured area?
- Consider using theft inhibitor cables or bolting equipment to table surface.

Portable Systems

Storage (points to consider)

- Where will system be located when not in use?
- Where will system be recharged? (if required) i.e. - locked storage area, file cabinet
- Who has keys/access to secured location? (recommend technology should not be stored in student lockers)
- Under what circumstances will the technology go home and/or off the school site? How will it be carried? (carrying case, backpack?)
- Who and how will equipment be moved from place to place in school environment.
- Safe storage that might include theft inhibitor cables, locked storage rooms and/or cupboards, etc.

Home Security Guidelines

- Do not leave device near windows and doors.
- Where will system be recharged? Is it visible to the outside?
- When spending extended periods of time away from home, ensure that the computer is either at school or secured in a locked storage area at home.
- *Parents should review their current insurance policies and, if necessary, purchase an insurance policy rider to insure equipment which will be used at home.*

Developmental Plan for Student

- Where appropriate, a plan should be developed that provides increasing responsibility to the student for the care and security of his/her technology.
- Who will develop and supervise this plan?
- How will the student demonstrate that he/she can take on more responsibility?

Equipment Security Plan Outline

This example illustrates an outline a school district based team may wish to follow in the development of a security plan for SET BC equipment on loan to the school district.

Student Name:		Student's School:	SET BC Case Manager:
Security Plan Coordinator:		School Telephone:	
Equipment Type (✓)	<input type="checkbox"/> Notebook Computer <input type="checkbox"/> Desktop Computer <input type="checkbox"/> Vision Technologies <input type="checkbox"/> Portable Communication Device	Model Information:	

- 1) When left at school overnight the equipment will be stored at: _____

- 2) Notebook computers or communication devices will be plugged in for charging in _____
This area is secure because _____
- 3) During school hours, the classroom will be locked when the students are out of the room. If not, the equipment will be placed in _____ for safety.
- 4) If the equipment is taken home, how will it be transported? _____
When at the student's home (address): _____
it will be stored or charged: _____
- 5) When the circumstances change, or the student moves, _____
will be responsible for retrieving the equipment and overseeing its return to SET BC.
- 6) The equipment is insured against loss, under a 'rider', as part of Home Owner Insurance Policy # _____
_____ (optional: attach copy of the rider).
- 7) Other Issues or information: _____

(SCHOOL PRINCIPAL SIGNATURE) (DATE)

(PLEASE PRINT NAME)