

IT Asset Management

Securing Devices

Winter 2016—17



Below are guidelines to ensure that devices are safe and secure during the winter break.

- Ensure that Destiny Resource Manager is updated to reflect any lost, stolen or damaged devices.
- Physically count the devices and make note of the number before storing them in each cart.
- Lock each cart after storing all the devices and ensure boot locks are secured.
- Ensure that carts are not visible from the outside of the classroom or near windows. Testing carts should be stored in the designated safe room.
- Move any devices not kept in carts to a secure location or the designated safe room.
- Ensure all safe or storage locations are locked.
- Send an email to ITAssetMgmt@lausd.net regarding any incidents.

Contact LA School Police at (213) 625-6631 should there be a theft or burglary during the winter break.