Securing School Equipment

Office of School and Youth Development

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INTRODUCTION

The following are proven hints and suggestions that will help to ensure that expensive equipment, including desktop and laptop computers, is kept safe and secure:

- Review policies and procedures that will prevent unauthorized visitors from entering the building and wandering the site.

- For assistance in addressing specific needs or situations, contact your Safety Administrator and/or the building Level 3 of the NYPD School Safety Division.

- Whatever policy or procedure is promulgated, ensure that:
  - Effective visitor identification procedures, including visitor passes, are in place;
  - Staff and students issue a friendly challenge to unidentified visitors; and
  - Clear and obvious signs are displayed providing direction for all visitors.

- Designate an individual who will be responsible for maintaining the secure storage areas.

- Failure to report a theft to the police is a violation of Department of Education policy subject to a Special Commissioner of Investigation (SCI) intervention.

- For questions or comments, email: osydhelp@schools.nyc.gov.

Flipbook Topics:

DELIVERIES

- It is recommended that each school have a written policy for deliveries to the building, as well as a plan to safeguard items. The plan should specify procedures and internal controls pertaining to: intake, inventory, storage, deployment, and security procedures.

- Consult the Standard Operating Procedures (SOP) chapter on "Inventory" (available at http://dfoapps.nycenet.edu/SOP/Default. aspx?c=1114) for all protocols and procedures related to inventory. All DOE property must be labeled/branded according to the inventory procedures. Please see "How to Store and Secure Inventory Items" section.

- Internal controls pertain to such actions as:
  – Designation of personnel responsible for key functions.
  – Clearly defined roles and responsibilities.
  – Detailed operating procedures.
  – Inventory (in accordance with SOP).
  – Maintenance of signed records.
  – Oversight of the entire process by the principal or designee.

- Upon delivery of equipment, there should be a designated person (Inventory Security Officer – ISO) and a "back-up" person, who are trained with protocols, responsible for signing for receipt, verifying, counting and storing items until the principal (or designee) gives directions as to deployment.

- Retrieve the packing slip, verify the listed items with the contents of the package, and cross-check with the original order. Retain the packing slip on file.

- When deliveries are made, secure all boxes immediately. Do not allow delivered goods to be stacked in the halls or corridors for any length of time.

- "Campus" buildings: At campus sites, individual schools housed at the site may be located on different floors. Principals sharing the site should establish mutually acceptable protocols for receiving deliveries, keeping in mind that delivery agents may refuse to climb stairs or travel to multiple locations within the building.

- Ask vendors to deliver new computers prior to the last two weeks of the school term. This is to ensure that they do not sit in boxes and become an attractive target for thieves. Please note this does not apply to RESOLUTION A funded orders, which are not drop deliveries.

- If there is no space for the proper acceptance and handling of a delivery, establish a plan for offsite staging or the setting up of temporary space.

STORAGE / DISTRIBUTION

Storage areas should be chosen for maximum security. Consider the following:

- If your building has a direct-feed, intruder alert alarm to the local police, make sure it is in working condition. Report malfunctions to the Division of School Facilities.

- Choose rooms with deadbolt locks, window grills, alarms, video surveillance cameras and/or additional locking mechanisms. Provide keys and access codes (change often) to select personnel only.

- Maintain a vault, safe, or a room with steel doors for securing valuable equipment. Keys to this area should be limited to designated personnel.

- Storage rooms should be away from items or structures that can be used as ladders to gain access. Do not select a room for storage if it is equipped with sprinklers.

- Establish and maintain an effective asset management system/ inventory (regardless of whether the equipment is in use or not) and keep it up to date. Please refer to SOP chapter on "Inventory" (available at http://dfoapps.nycenet.edu/SOP/Default. aspx?c=1114).

- Record internal and external serial numbers and any other identifying marks. You can mark your attractive items using an electronic pencil or an invisible marker that only shows up under a special light.

- Establish sign-out procedures and policies for expensive equipment that will be used by students or staff outside of the building (off-site usage). Contact the Safety Administrator if assistance is needed to develop procedures.

- Portable equipment such as computers and other electronic equipment should be returned to limited access and secure storage areas during summer months and long holidays.

- Newly delivered equipment, especially computer equipment, should be stored in a secure area if site preparation has not yet been completed. Doors without windows are preferred for storage use.

- Every piece of equipment should be labeled, engraved and/or indelibly marked or otherwise permanently tagged with the site location (for example, K010 for Public School 10 in Brooklyn) as well as the words "Property of NYC Department of Education." It is suggested that the school purchase an engraving tool, which is available at most hardware stores, or acquire metallic identification tags. The NYPD will also brand equipment.

- Tagging or attempting to "systematically deface" the equipment involves making the equipment unsaleable by writing or engraving the school's name in a prominent place (or by asking art students or staff to paint or stencil on the equipment). It creates a high risk for thieves and without accurate identification police cannot seize stolen property or prosecute the offenders.

- Expensive equipment (such as computers) should be permanently anchored/locked into place wherever feasible and cost effective.

- Secure all mice and keyboards with cable ties, thereby making it harder for someone to steal them quickly.

- Post notices to the effect that all equipment is security marked.

How to Distribute Equipment

- Sites may develop a distribution form to meet their individual requirements. The former Distribution Record Card, which is shown in the Forms and Samples Section 5 (Facsimile 5 – Section 5.1 of SOP), should be converted to a computer database for this purpose. The direct link for the card is: http://dfoapps.nycenet.edu/SOP/Default.aspx?c=1053.

- Equipment logs, especially for laptops, should note both the model number and the serial number and last used date. This will help when contacting Absolute for Computrace recovery when applicable. (Please see "Missing or Stolen Items continued" section for more information.)

Special Circumstances

For special circumstances, such as if a school is undergoing construction, a principal may want to invite a **Crime Prevention Officer** to assess the current status of the building as well as make recommendations for safe storage of equipment. Contact your local NYPD precinct for further information.

INVENTORY

Guidelines for the Inventory of Equipment

How to Inventory New Equipment:

- See SOP chapter on "Inventory" (available at: http://dfoapps.nycenet.edu/SOP/Default.aspx?c=1114).

- After certifying receipt of an item at the site, the designee should add the item to the appropriate section of the inventory database. Information such as the date of delivery/installation, room number, serial number, and model number of the device is crucial, especially for laptops.

  Note: Equipment must contain a serial number or another ID number to crosswalk to the inventory list. Labels, engravings, or other markings on the equipment do NOT need to include fund source, cost, date, or the other information required on the full inventory list.

- Staff: The staff person(s) responsible for the equipment should log any equipment (e.g., laptop computers) used off-site by students (with written parental consent). Staff members being issued equipment should make sure to follow all protocols and procedures for off-site equipment use. The Request for Off-Site Equipment Utilization form may be copied/downloaded (http://dfoapps.nycenet.edu/SOP/Default.aspx?c=1004) and customized from the sample given in Exhibit B – Section 5.1.

- Inventory should be conducted at the beginning and end of the school year as well as after long holiday stretches.

- According to the SOP, physical inventory must be taken by April 15th of each year. It is recommended that a spot check be taken immediately after the summer and over long recesses when the schools are closed.

My School is Phasing Out – How Do I Remove Equipment?

This section discusses the removal of equipment only. Desks, chairs, and other furniture fall under the auspices of the Integrated Service Center (ISC), Children First Network (CFN), D75 and D79 offices and Division of School Facilities (DSF). Please contact your ISC/CFN first. They may know of another school that could use this furniture; otherwise, call DSF. If the furniture is unusable, follow the procedures detailed in the SOP chapter on "Inventory" section 3.12 (available at http://dfoapps.nycenet.edu/SOP/Default.aspx?c=1114).

If your school/site is phasing out, usable equipment and supplies may be transferred to another school/site. Details for the transfer of such equipment and supplies are discussed in the following sections of the "Inventory" chapter (available at http://dfoapps.nycenet.edu/SOP/Default.aspx?c=1114) dealing with the Disposition of Obsolete Equipment:

> 3.9 – Equipment and Supplies
> 3.10 – Computers

If your school is phasing out, it is most important to remember the following:

- You may not sell or give to staff or students any equipment or supplies.
- You must complete all the necessary inventory forms and other documentation as discussed in the SOP chapter on "Inventory" (available at http://dfoapps.nycenet.edu/SOP/Default.aspx?c=1114).

How to Inventory Equipment at Non-DOE Facilities:

- In signing a Request for Off-Site Equipment Utilization (refer to Exhibit B – Section 5.1 of SOP (at http://dfoapps.nycenet.edu/SOP/Default.aspx?c=1004), the site administrator must be convinced that the utilization of the equipment at the site would be justifiable, work-related, and essential to operations. Any item that is located at a non-DOE facility at the time of the annual inventory should be included in the school's or office's inventory.
- The offsite utilization of equipment is limited to use until the end of the school year. All equipment must be returned prior to the end of school term and be evaluated by the site designee before renewing an off-site form.

USAGE & COLLECTION

- Establish a procedure to sign equipment out and in (upon return) for daily or extended use in the building and for any off-site usage.

- Each laptop device should be placed inside a laptop cart or other laptop storage device each night; any school that does not have a laptop storage cart should contact Datamation at (201) 329-7200, the DOE's contracted vendor for computer lockdown devices. Laptops can also be secured individually within a lab environment with a cable-type security system. Refer to the "How to Store and Secure Inventory Items" section.

- Please note: In the event of an evacuation, it may not be possible to secure laptops and other equipment before leaving the premises. Teachers should ensure all classroom doors are locked and secured.

SECURITY MEASURES COMPARISON

Product	(HW/SW/ Physical Deterrent)	Description of Technology
PCMCIA Motion Sensor Alarm & Hardware Deactivator	Hardware	Monitors the laptop movement using sensors; activation of audible alarm "locks" the laptop requiring reauthorization; removal of the device requires a clean overwrite of the OS and all data.
Kill-Switch	Software	Laptop connects to server by GPS or Internet; stolen laptop can be remotely deactivated by server; locked laptops can have hard drives "flashed" deleting OS and all data or "locked" requiring a reauthorization.
Absolute Computrace	Software	Agent automatically calls on a scheduled basis via the Internet to a call center to track devices within the designated network and any stolen laptops outside of the designated network.
4-pt Alarm Trigger	Software	Monitors the laptop's physical attachments; mouse removed/moved; power cable unplugged; shut down initiated; activation of audible alarm "locks" the laptop, requiring a reauthorization.
Asset Branding	Physical	Laptop is engraved on exterior casing.
Security Cart Wheel "Boot"	Physical	Add on to new and existing mobile security carts; renders carts immobile in the event of a theft.
Mobile Security Cart	Physical	Mobile locking unit.
Wall-Mounted Cage	Physical	Stationary locking unit is bolted to a wall; secures multiple laptops without a large footprint.
Security Cabinet/Safe	Physical	Stationary locking unit can be bolted to the floor or table.

Continued on reverse.

SECURITY MEASURES COMPARISON

Product	Availability	Barrier for Implementation	Action to Implement
PCMCIA Motion Sensor Alarm & Hardware Deactivator	12 months +	Implementation currently removable; non-removable firmware-based solution required.	Requires development with manufacturer and HW vendors to implement a non-removable built-in model.
Kill-Switch	12 months +	No implementation on U.S. K-12 market.	Requires collaborative market development with OS, GPS, and HW vendors.
Absolute Computrace	In use	Cost must go down based on volume; proactive monitoring is difficult.	Currently implemented.
4-pt Alarm Trigger	Immediate	Only a theft deterrent, not a true security measure. Can use as an add-on.	Install software on DOE image, activate via integrator or school staff.
Asset Branding	In use	Cost must go down based on volume.	Currently implemented.
Security Cart Wheel "Boot"	12 months +	Implementation currently only on grocery shopping carts.	Requires collaborative development with contracted security cart vendors.
Mobile Security Cart	In use	Mobility of carts must be lockable to prevent rolling theft.	Currently implemented.
Wall-Mounted Cage	Immediate	Asbestos clearance must be obtained for mounting in schools.	Process for clearance of wall mounting through Division of School Facilities is required.
Security Cabinet/Safe	In use	Increasing the classroom footprint.	Currently implemented.

MISSING OR STOLEN ITEMS

How to Handle Missing or Stolen Items

If, in comparing the current inventory results with that of the previous year, it appears that an item (supply, equipment, or textbook) is missing, the site designee is responsible for taking the following steps:

- Make every effort to locate the item in question.

- Notify the principal, site supervisor, or head of department if the item cannot be located.

- Ensure that the Equipment Inventory Database reflects the loss, and is retained on file. Refer to the SOP chapter on "Inventory," available at http://dfoapps.nycenet.edu/SOP/Default.aspx?c=1114.

- File a report with the local police precinct. You will be assigned a Police Department Docket Number that must be noted on the Inventory Database. Also note the date when the item was noted missing as well as the date of the last inventory.

- When large amounts of equipment are missing or stolen, the crime scene should not be stirred and should be cordoned off so that the police can conduct their investigation and gather evidence.

- Send a copy of the Police Report to:
  Special Commissioner of Investigation (SCI)
  for the New York City School District
  80 Maiden Lane (20th floor)
  New York, NY 10038
  Attn: Chief Investigator
  Telephone: (212) 510-1500

- Notify:
  Emergency Information Center (EIC)
  131 Livingston Street, Room 507
  Brooklyn, NY 11201
  Telephone: (718) 935-3210

- Complete the DOE's Online Occurrence Report form via the Online Occurrence Reporting System (OORS), which can be accessed from the website of the Office of School and Youth Development at http://erceo.nycenet.edu. To log on you must have a Username and ID. The information will be entered through the website and processed electronically.

- Advise the School Safety Agent (SSA) at your site of the missing or stolen item(s). He/she will make a report of this incident to:
  NYPD – School Safety Division
  28-11 Queens Plaza North (9th Floor)
  Long Island City, NY 11101
  Telephone: (718) 730-8500; fax: (718) 730-8939

COMPUTRACE

Consider adding Computrace, or a similar feature, to new computers; this is a software/hardware-based computer theft recovery service that tracks, locates and recovers stolen computers.

How it works:

- A trained third party or capable on-staff technical liaison will install the Laptop Tracking and Recovery software agent onto the laptop in a persistence module embedded in the BIOS (currently enabled only on Windows platform). The software agent can survive operating system re-installations, hard drive reformatting, and even hard drive replacements. Apple units can also have the agent installed in a non-BIOS enabled format.

- When a lost or stolen computer connects to the Internet, the software agent contacts the monitoring center to report the computer's location.

- This service is provided by Dell for Dell Laptops & Equipment.

- Five-year licenses cost $145.50 per device:
  FAMIS Item # 570000009.

- For laptops reported missing that have the Computrace agent installed, there is a secondary process for initiating the recovery guarantee. A copy of the police report and serial number of the device is required before contacting the NYCDOE Laptop Asset Administrator.