



Avoid Laptop Computer Theft

Updated December 14, 2018

Due to size and portability, mobile devices such as laptop computers are especially vulnerable to theft. Staff members should follow the rules set out below.

- **Don't** leave your devices in a **vehicle**, even if the vehicle is in your driveway or garage, and never leave it in plain sight, even if the vehicle is locked — that's just inviting trouble
- Temperature (cold or hot) can severely damage the video and hard drive of a computer. Cars parked in direct sunlight can reach internal temperatures up to 131° F - 172° F (55° C – 78° C) when outside temperatures are 80° F – 100° F (27° C – 38° C)
- Carry your devices in a **nondescript carrying case**, briefcase, or bag when moving about. Placing these items in a case designed for computers is an immediate alert to thieves that you have these valuable devices.
- Don't leave a meeting or conference room without your laptop or personal electronics. Take them with you.
- **Lock** the **laptop** in your office or classroom in a **locked cabinet** or desk.
- BE AWARE that if your computer is stolen, automatic log-ins can make it easy for a thief to send inappropriate messages with your account.
- BACK UP YOUR INFORMATION using cloud-based storage or on portable media such as a flash drive, or other backup media.
- If a theft does occur, **immediately notify** the following:
 - Local police authorities and submit a report
 - District's Administration and submit police report to the Executive Assistant to the

Susana Garcia

Director of Technology

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