Going to lunch, or taking a break? Don't leave a meeting or conference room without your laptop. Take it with you, or you run the risk that it won't be there when you return. Lock the laptop in your office during off-hours. Use a cable lock that wraps around part of your desk that cannot be removed or put the laptop in a locked closet or cabinet.

Don't let unaccompanied strangers wander around in your workplace. Offer assistance and deliver the visitors to their destinations. 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 of have access to confidential information.

Recently on campus there have been thefts of laptops, servers, and IPods along with attempts at televisions. Thefts of unsecured equipment has the tendency to increase right before the holidays. Please make sure all electronic items in your department are secured. The Learning and Information Technologies Department can assist.

For help in securing your larger items such as televisions and projectors contact Jim Guenther. Several items are available from “spot locks” to “screamers” or “sonic shock” alarms. Go to http://www.secure-it.com/ and http://www.secure-it.com/shop/product_info.php/cPath/44_45/products_id/43 These devises have proven to be a significant deterrent. Learning and Information Technologies
can also work with the way the units are mounted to the wall to increase the security of your electronics.

Sasha King can help with laptop security. Locking cable kits and spot anchors are available through Materials Distribution Services for under $50.00. Alarms are also sold on a variety of sites online. Keep in mind that the deductible for theft insurance claims is $500.00. If you can’t prove there was forced entry into a locked room or that a security device has been attached to the item and was cut or forcibly removed the deductible goes up to $2500.00. Over 80% of the laptops on the market are equipped with a Universal Security Slot (USS) that allows them to be attached to a cable lock or laptop alarm. While this may not stop determined thieves with bolt cutters, it will effectively deter casual thieves who may take advantage of you while you leave the area for “a minute.” Most of these locking devices are between $30 - $50.

In addition to the quality of the cable, consider the quality of the lock. (Tubular locks are preferable to the common tumbler lock design) and remember: tethers and locks only work if you use them properly. Tether your laptop to a strong, immovable, unbreakable object.

Don't leave a laptop in an unlocked 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. If you must leave your laptop in a vehicle, the best place is in a locked trunk. If you don’t have a trunk, cover it up and lock the doors.