

**Henniker Community School  
Summer Security Plan for Technology  
2004**

1. All audio-visual equipment will be returned to the library for inventory and repair purposes.
2. Teachers will be directed to lock up out of sight attachments to computers--mouse, speakers, keyboards if possible.
3. Computer equipment that must be removed from a room for cleaning will be moved to an adjacent room and kept locked at all times.
4. No computers will be left in the hallway at any time.
5. Custodians will complete a computer equipment tracking form for each room they clean. (see attached)
6. Equipment will be logged, form dated and signed by custodian when removed from a room and when returned.
7. Forms will be returned to Building and Grounds Supervisor who will collect them and return them to Technology Coordinator.
8. B&G Supervisor will insure that all rooms are logged even if no equipment is removed.
9. Technology Coordinator will cross reference school inventory sheets (completed by teachers at the end of each year) with tracking forms.
10. Any loss will be reported immediately to the administration wherever it may occur in this process.