# Security Guidelines

# I.T. SECURITY

## Laptop Security

**Laptops** are particularly attractive to thieves because of their high value and, by definition, they are portable and thus easy to conceal.  They must be locked safely out of site when not in use.  This also applies during the day because a number of establishments have already experienced "walk in thefts" of laptops.  Please ensure that a management inventory is kept which requires individuals to sign for a specific laptop, with proper authority.

Schools may consider permitting teachers to take home a laptop if that reduces the risk at school.  Laptops are insured when staff take them out of the office, including whilst they are kept overnight in the homes of staff.   They are also covered when left unattended in vehicles, provided they are locked out of sight in the boot, and the vehicles alarm (where fitted) is set. **This cover does not apply to Laptops that are left unattended overnight in vehicles**. Laptops must be removed from vehicles that are left overnight.

### Laptop Trolleys

The Lapsafe Trolleys that many schools currently have are not secure and are very vulnerable to being wheeled away.  We strongly recommend the use of an 'approved security cabinet' which can accommodate laptop charging trolleys and may be located in a classroom, securely anchored to the floor or wall.

### SECURITY RECOMMENDATIONS

❖ **Approved Security Cabinet**

➤ A purpose built secure storage cabinet constructed in 3mm minimum steel plate, with welded, polished seams and coated with epoxy powder paint. The recessed flush fitting doors are fitted on

'capped hinges', with anti-jemmy strips and a multi-point safe locking system.

➢ This product can be made to measure and large enough to accommodate laptop trolleys. Electric and ventilation ports can also be provided. The cabinet is designed to be 'rawl'-bolted to the floor or wall and offers a high degree of physical security.

➢ A local manufacturer has been supplying a number of schools with a suitable bespoke product. Please contact **K. END & Son Engineers, Heanor Gate Industrial Estate, Heanor, on telephone number 01773 763669** for a quotation. (This is only one of a number of manufacturers in the market who can offer to supply this type of product. Quotations should be sought from such organisations, i.e. Clevelend SiteSafe, on telephone number 01427 752058).

➢ Ideally the security cabinet should be situated within the "approved storeroom" or other area of the school **BUT, it MUST** be protected by the alarm system with a Passive Infrared Detector (PIR). Where detectors are being added or replaced we recommend the use of an Anti-Masking Dual-Tec passive infrared detector. 'Break Glass' detection should also be considered. Your Alarm Company ASI will be able to advise and quote accordingly (01246 269770).

❖ **Approved Storeroom**

➢ Ideally should have solid walls, no roof lights, skylights or windows. Where necessary these access points should be protected with bars/shutters etc.

➢ **Must** have as a minimum, a 44mm solid core door, ideally outward opening, with substantial frame and fitted with an anti-jemmy strip. (Where inward opening doors exist and cannot be altered, hinge bolts must be considered. In high risk areas, consideration should be given to the fitting of a security roller shutter door to protect the entrance door).

➢ **Must** have two 5 x lever mortise deadlocks, both conforming to the British Standard 3621: one deadlock must be 1/3 from the top of the door and the other one 1/3 from the bottom of the

door. Alternatively, it must have one 5 x lever mortise deadlock (as above) plus two lockable mortise rack bolts, at similar locations as identified above.

Such equipment can be obtained from and fitted by our approved Locksmiths, **W. G. POLLARD Tel 01246 274771** or your local Business Unit

➢ **Must** be equipped with passive infrared detector linked to the alarm system. (Approaches to the storeroom should be covered by similar detectors). This will give 'confirmation' of activations.

# Data/Multi-media Projectors - Ceiling/Wall Mounted

❖ **Data Protectors** are now available which incorporate an array of security features. Hitachi and Panasonic models offer PIN Code security on remote controllers, thus preventing unauthorised use and rendering the projector useless if stolen.

A recent model released by Sahara Products PLC ([www.saharaproducts.com](www.saharaproducts.com)) incorporates a small detachable controller unit, which is uniquely matched to the projector. Without it the projector will not function (subject to the controller device being secured). Owner details can also be impregnated into the main display and coupled with high profile marking and signage this deters thieves.

Please consider purchasing projectors incorporating these features to deter theft.

## NEW SECURITY PROTECTOR – THE SAHARA PROJECTOR

➢ Each classroom containing a projector **MUST** be alarmed with a Passive Infra-red Detector (PIR). Where detectors are being added or replaced we recommend the use of an Anti-

Masking Dual-Tec passive infrared detector. Your Alarm Company, ASI, can advise you on this matter and provide quotations accordingly. The contact number is 01246 269770.

➢ Each ceiling or wall mounted projector **MUST** be housed in a proprietary security entrapment cage. We recommend the 'N'-Circle device, which is constructed in 5mm plate steel. This product can be supplied by our approved I.T. suppliers - CBC Computers. Their website address is [www.cbccomputers.com](www.cbccomputers.com) and the telephone number is 0845 1304625. Please see details below for further information on this product. <span style="color:red">Prior to installing any such devices to the wall or ceiling of a classroom, due consideration must be given to the likelihood of asbestos. Installation contractors must be advised as to the presence of any asbestos in the building.</span>

❖ The security cages must be professionally and satisfactorily installed to ensure the projector is fitted tightly within the cage and that mountings are secure.
*(For the N-Circle, circle type device, improved adjustment can be achieved by turning the male end of the device by 180 degrees and repositioning the protective rubber strip).*

❖ Classrooms must be locked and all windows secured when not in use.


## Property Marking

❖ All computer hardware devices **MUST** be visibly property marked using the recognised product 'Selectamark Permanent Original Marking System'. Supplies of this product have been supplied to all schools across the County. Further supplies can be obtained via Corporate Express or direct from Selectamark on 01689 860757 or [www.selectamark.co.uk](www.selectamark.co.uk)

❖ Additional physical security such as window grilles/bars and the strengthening of doors should be considered for any rooms containing valuable IT equipment. All window blinds should be closed out of schools hours to prevent any persons looking into the rooms.

❖ When any IT Hardware is delivered and installed, the boxes/packaging should be destroyed immediately to avoid advertising that they have been delivered.

NB - In a case where a digital projector is not permanently mounted in the classrooms, it **MUST** be returned immediately to the 'approved storeroom' or 'approved security cabinet' once teaching has ceased in that classroom.
*(Please see other guidance for details of 'approved storeroom' and 'approved security cabinet')*
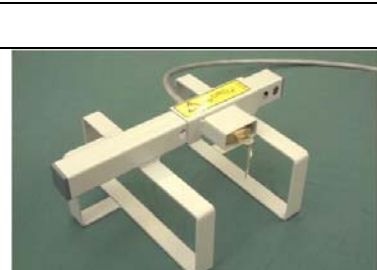
## Universal Projector Security for Education

Retro-fit on your ceiling mounting system



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| | **UNIVERSAL N-CIRCLE LOCKING CLAMP £59.00** | The N-CIRCLE adjustable steel clamps entrap almost all models of modern overhead digital projector. The multi hole adjustable chassis allows the soft edged rings to closely grip the projector by its diagonally opposite corners whist the locking mechanism is shielded from attack by the chassis itself. |
| | **CUSTOM N-CIRCLE LOCKING CLAMP £79.00** | When protecting large quantities of the same model of projector it may be preferred to have a clamp custom designed to a close tolerance fit. The clamp can be designed to give maximum protection and minimum inconvenience. Please contact our design office to see whether your model has been protected before. |
| | **1.5m HEAVY DUTY CABLE £39.00** | An 11mm diameter multi strand steel cable 1500mm long with vinyl covering and stainless steel end stops is secured by a shielded heavy duty lock at the clamp end. At the structure a range of anchor fixings to concrete, timber and steelwork is provided with each kit. Longer cables £10.00 per metre |
| | **OPTIONAL 120dB ALARM £69.00** | The 120dB motion sensing alarm with microchip intelligence.The alarm is located within and protected by the clamp chassis. The alarm gives warning chirps to prevent accidental activation. Electronic key over ride while is standard. When coupled to the physical integrity of the heavy cable system maximum protection is achieved. |