

POLICY TITLE:

Security for classrooms with multiple computers and the distance education classrooms

Our campus have had technology equipment stolen so we are acutely aware of the security risks involved in leaving the classrooms with multiple computers and the distance education classroom unlocked and/or doors opened when classes are not in session or not fully staffed.

When teaching in the classrooms with multiple computers and the distance education classroom, it is important to be aware of the responsibility in securing the spaces and preventing theft or damage to equipment. Students are not allowed in the following technology classrooms without the presence of a faculty member. Before leaving classrooms with multiple computers and the distance education classrooms, instructors are responsible for:

- making sure the instructor computers are logged off, lights off, door locked and closed
- reminding students to log off the classroom workstations they are using before they leave
- double checking all doors before leaving and making sure that they are all closed and locked
- contacting Campus Safety & Security for assistance, if the door doesn't secure or close*

* If unable to lock the door because the lock is not securing or the door will not close properly, contact Campus Safety & Security at 253-692-4416. An officer will respond to check the lock mechanism and have Facilities do any repairs or adjustments.

The full list of technology classrooms with multiple computers and the distance education classrooms includes:

BHS-107**
CP-105
CP-109
DOU-101
SCI-105
SCI-109
SCI-111
WG-210**
WG-308
WG-320

** For some distance education classes in BHS-107 and WG-210, instructors may be in the remote sites. Therefore students are allowed in this classroom without the instructors, but with the presence of a media technician or the supervision of other IT staff members.