



**BUFFALO BOARD OF EDUCATION**  
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TO: All District Laptop & Tablet Users

DATE: Sept 25<sup>th</sup>, 2018

SUBJECT: District Laptop Reminders

As a general reminder, District issued laptops are required to be safeguarded at all times. Every year there are thefts of laptops occurring from vehicle break in's. These thefts can be prevented with some simple practices listed below:

- Do not leave your laptop in your Vehicle.

However, if you must you can follow these suggestions:

- Lock your car doors and roll up your windows. Even if your car is parked in your driveway, if your car doors or windows are open, you are vulnerable for theft.
- Keep all items in your car out of plain sight. Put any items that you need to keep in your car in the trunk or take them with you.
- Park in a safe, well lit place. Park in your garage if you can or if you don't have a garage, park somewhere on the street that is well lit.
- Report any suspicious activity you see around your car to the Police.

There have also been reports of District laptops going missing while employees are on a Leave of Absence. If you are an employee going on a Leave of Absence, do not leave your laptop in your classroom. Other alternatives would be:

- Take the laptop home with you
- Ask your Principal to lock up your laptop in the School's Safe until you return back to work
- Return the laptop to the IT department

As a Buffalo School District employee, it is your responsibility to ensure that the Laptop or Tablet assigned to you is being safeguarded at all times. In the unfortunate event that your District Laptop or Tablet does become lost or stolen, please notify your Supervisor/Principal and file a Police Report immediately and then submit an IT SchoolDude Ticket, attaching a copy of the Police Report. If you have any questions or concerns, please contact [Rkeller@buffaloschools.org](mailto:Rkeller@buffaloschools.org).