



POLICY TITLE:

Security Guidelines for Classrooms with Multiple Workstations

This policy has been created to mitigate the theft and damage of UW Tacoma owned computing devices in the classroom and applies to all classrooms with multiple workstations. Classrooms pertaining to this policy include:

- CP-109
- DOU-101
- JOY-001
- JOY-009
- JOY-205
- SCI-106
- SCI-108
- SCI-109
- SCI-111
- WG-308
- WG-320

Instructors teaching in these classrooms are responsible for securing the space and preventing damage to the classroom equipment. Students are prohibited from entering the classroom when a faculty member is not present. Before leaving the classroom, instructors must:

- Log off the instructor workstation and turn off the classroom lighting
- Remind students to log off the student workstations
- Check doors to ensure they are locked and closed
- Contact Campus Safety and Security if there is an issue securing the classroom door*

() If unable to lock the door, Campus Safety and Security can be reached by calling (253) 692-4416. The responding officer will determine how to proceed.*