

04/11/19
Version 1.0



All Saint's CE (Aided) School

Locking your laptop

Jordan Smithson

IT Manager

All Saints Primary School.

Remember To Lock your Laptop

Your staff laptop can be used to store or access sensitive and important data. If you leave your laptop unattended, anyone can gain access to this data to read it, change it and delete it.

To prevent unauthorised access to your laptop when you are temporarily away from it, please use the following key combination to lock it:



That is, hold down the Windows key:



And press L

This will not log you out; it will just require you to type in your password to regain access.

Anyone walking into the room while you are absent will not be able to gain access to sensitive data unless they know your password.

**Document is up to date as off
Monday, 04 November 2019**

All Saint's CE (Aided) School

Enter Document Name Here