Dear Principal

It is highly likely that schools will be continually targeted if practical security measures are not put in place and computers/devices are left visible.

**It is recommended that schools be advised to lock away all laptop computers/ipads at the end of the school day, and ensure that other computer equipment (Desk top PC's, printers, data projectors, cameras, etc.) are either locked away or stored in an appropriate place away from windows- out of sight and in alarmed rooms.**

We also recommend:

- **recording of serial numbers for each device**
- **installation of Apple 'find my phone' application on devices**
- **other software to disable devices remotely or enable administrators to disable devices(making them valueless)**

**If assistance is required we can facilitate setting up "find my phone'' and "enable administrator".**

**Of note: Police have had a lot of success around the recovery of stolen items through this application.**

Petty cash, if carried on your premises should be locked away in a safe or locked cabinet daily away from the immediate office area. This will minimise the potential of being targeted by burglars if these items are out of sight and not left on/in desks.

This is a common sense crime prevention message to schools which we also recommend you review on a regular basis:

- **check the security of their properties regularly, particularly out of school hours**
- **ensure that windows and doors are secured  at the end of the school day**
- **ensure that security lighting and alarms are checked and maintained in good working order**
- **investigate and report any offending or suspicious activity**

Please contact your nearest police station if you would like to discuss any crime prevention matters further.