


## Locking Your Computer

The technology department strongly encourages you to secure your documents and your occupation by locking your computer when you step away. It is possible for someone other than you to do something on your system under your name and unless you can prove it was not you - you will bear that responsibility.

There are multiple ways of locking your computer, but the quickest way is to simply hold down the Windows key and click L. You can also click the Ctrl, Alt and Del  keys and then press enter.

When you return to your computer just hit a key of your choice and put your password in the correct field. If you think your password has been compromised you can follow the same steps and choose the option to change your password.

Please follow our district User Policies to keep your password confidential and to not allow others on your system while you are logged on.