



Policies and Procedures Manual

Title: Laptop Use
Policy Administrator: Director of Information Technology Services
Effective Date: Jan-26-2010
Approved by: General Counsel

Purpose:

This policy covers all laptops used by the College of the Holy Cross, its employees, student workers, consultants or agents during the course of College business, whether such laptop is owned by the College or not.

The purpose of this policy is to ensure that Holy Cross employees, student workers, consultants, or agents of the College who use laptop computers are aware of obligations by law to protect College data that may be stored on laptops.

Policy:

1.0 Holy Cross “Protected” Data on Laptops

No Holy Cross “Protected” data are to be stored on the local hard drives of laptops unless required for the proper execution of College business. Rather, Protected data should be stored on the College’s network file services, restricted by passwords (e.g. the “P:” or “M:” drive). If local storage is required, the laptop must have functioning data encryption software installed by a trained ITS technician.

2.0 Holy Cross “Sensitive” Data on Laptops

Storing Holy Cross “Sensitive” data on local hard drives of laptops is strongly discouraged. If required for the proper execution of College business, data encryption software must be installed by a trained ITS technician.

3.0 Holy Cross “Public” Data on Laptops

Holy Cross “Public” data stored on the local hard drives need not be encrypted. It is still recommended that all College data be stored on College network servers (e.g. the “P:” or “M:” drive) to ensure proper backup and recovery is possible in the event that the laptop is lost or stolen.

4.0 If a Laptop is Lost or Stolen

If a laptop used to conduct College business, whether or not that laptop is the property of the College, is lost or stolen, the Director of Information Technology Services is to be notified immediately. The Director will coordinate further actions as required by law and/or policy.

Policy Adherence:

Failure to follow this policy can result in disciplinary action as provided in the Employee Handbook, Student Handbook, or Faculty Handbook, as appropriate.

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Date of Last Review	Mar-31-2011