

Laptop Usage Procedure



A handwritten signature in blue ink is written over a horizontal dashed line. The signature is stylized and appears to be 'R. H. A.'.

Signed: _____

Chief Executive. _____

Number:	DBC_00026	Title:	Laptop Usage Procedure
Owner:	Info. Security Officer	Last Review	22 nd Jun 2009

LAPTOP USAGE PROCEDURE

Introduction

With the increasing use of laptops within the council, the possibilities of confidential data accidentally entering the public domain needs to be addressed. All DBC staff and Councillors need to be aware of the potential risks involved.

This procedure is aimed at users who will take their laptop out of DBC's offices or buildings for any reason.

Any member of staff currently using a laptop only within DBC's buildings shall not take the laptop out of the building, until they have signed agreement to this procedure.

General

Any Councillor or member of staff who is issued with a laptop must remember that the laptop remains the property of DBC, and must be returned on termination with DBC. As DBC remains legally responsible for the data and software on the laptop, all laptop users shall observe the following rules.

ONLY a councillor or member of staff is allowed to use the laptop.

Note: this specifically excludes use by friends, or members of the family, who will not have signed a DBC agreement form regarding usage.

Users shall not attempt to load software on a laptop. If additional software is necessary, place a request with the ICT Help Desk (x2234) to deal with it.

Note: an attempt to load software on a company laptop without ICT's knowledge and permission could lead to action under the Council's conduct procedures for staff and councillors

Physical Security

A laptop represents an expensive investment in equipment. All users shall make every reasonable effort to ensure the laptop is maintained in a reasonable condition, and that care is taken to avoid unnecessary damage.

A laptop is a potential target to a thief. Ensure that you know where the laptop is **at all times**.

- Do not leave unattended laptops in a public place
- Ensure you do not leave a laptop in a taxi, bus or train.
- Do not leave your laptop in an unattended car. DBC insurance does not cover laptops left unattended in cars, even if locked in the car's boot.

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Data Security

The data held on your laptop may be either confidential company data, or confidential personal data. Allowing personal data to become public could contravene the Data Protection act. Allowing company data to become public could be damaging to DBC.

Regardless of personal or company confidential, all users shall make every reasonable effort to ensure that data does not fall into the public domain.

- Do not leave confidential data displayed on screen longer than necessary.
- Be aware of 'shoulder surfers', nearby people who can see your laptop screen and read the contents from the side, or over your shoulder. If it is necessary to use a laptop constantly in a public place, use a privacy filter to restrict the view of the screen to the user straight in front of it.

Images

No user shall view or download inappropriate images (e.g. images which show violence or are pornographic, obscene, discriminatory or otherwise offensive in nature), or store such images, on any DBC laptop, PC or network drive. Viewing, downloading or storing such images will be regarded as system abuse. Individuals will be subject to DBC's conduct procedure for any such actions and may face dismissal.

Software Licensing

As noted above, DBC remains responsible for all software on company laptops. All laptops will be audited before being issued and regularly thereafter.

If a laptop has not been audited for more than 6 months, it will be recalled for audit. Laptop users must bring their laptops back to the Civic Centre for audit at their earliest opportunity, when requested to do so by the ICT department.

User Responsibilities

It is the individual responsibility of each user, Councillor or member of staff, of the DBC system to adhere to the stated policy rules. Abuse of the system by contravention of the rules of conduct may be regarded as a disciplinary offence and in some cases, as gross misconduct.

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IT responsibilities

Before a laptop is issued, or re-issued to any Councillor or member of staff who will need to take it outside of Dacorum’s offices or buildings, ensure the following:

- The laptop has had local USER administrative privileges removed.
- An ICT administrative account exists with full privileges, with a password known only to ICT.
- The laptop shall not be issued / re-issued until the ICT department is informed the user has seen and signed agreement to this procedure.
- ICT will audit laptops before issue, record the audit date, and ensure the laptop is recalled if it has not been audited for 6 months

Note: the ‘Last Contact Date’ information in Centennial will serve as the record of last audit.

User Acknowledgement

I, (print name) acknowledge receipt of computer laptop device (asset no.) I also confirm that I have read and understood the contents of this document.

(signed).....

Date

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