



## Policy #: IT.002– Laptop and Portable Devices

**Governed by:** IT Administration

**Approval Date:** November 1, 2016

**Last Updated:** November 1, 2016

**Purpose:** CEO Laptop and Portable Device Security

### ***Laptop and Portable Devices Policy***

This policy addresses the actions that must be taken by all CEO employees who have a CEO Laptop or Portable Device (including iPad, MacBook and Cell Phones) issued to them.

#### ***Summary***

All employees provided with a CEO Laptop or other portable device(s) are responsible for the physical security of the laptop (device) at all times. All laptops and portable devices acquired for or on behalf of CEO are deemed to be company property.

#### ***Procedure***

Laptops: All employees will be issued a security cable and lock to secure their laptops. All employees must use a security cable to keep the laptop physically attached to an immovable object at all times. This applies to all staff whether the laptop is used on or off a main CEO site.

Employees will receive training and instructions on how to secure the laptop and will be required to complete this training prior to being assigned a laptop. Employees must be aware and responsible of securing the other portable devices they have been issued. They must be ever mindful of where the device is kept and ultimately its security at all times it is in their possession.

Employees must keep the key to the security cable in a safe but accessible place so that the cable to the laptop can be easily locked or unlocked by themselves or the IT Staff or a Manager/Supervisor should it be required that the device be moved.

Portable Devices: All employees issued portable devices such as iPads must remain mindful of the device at all times and to keep the device secure while working at CEO properties or while working from a mobile location. Also please refer to policy *IT.003 – Laptop and Portable Devices* regarding portable devices.