

LAPTOP COMPUTER USE POLICY

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Distribution List

<input type="checkbox"/>	CEO	<input type="checkbox"/>	COO
<input type="checkbox"/>	CFO	<input type="checkbox"/>	Country Managers
<input type="checkbox"/>	Internal Only	<input type="checkbox"/>	Internal and External
<input type="checkbox"/>	All Staff	<input type="checkbox"/>	Board Members

A. Introduction

This policy applies to all Employees, Contractors, and Third-Party Employees, who use, process, and manage information and business processes of *CompanyX* and relates to the use of *CompanyX* owned laptops.

Laptop users shall exercise appropriate professional judgment and common sense when using *CompanyX* laptop computers, equipment, and accessories.

All laptops, equipment and accessories remain *CompanyX* property. As a condition of their use of *CompanyX* laptop computers, all must comply with and agree to all of the following:

- The physical security of 'your' laptop is your personal responsibility so please take all reasonable precautions. Be sensible and stay alert to the risks.
- You should never attempt to install software or hardware or change the system configuration including network settings.
- You are expected to protect laptops, equipment and accessories from damage and theft.
- Each employee is monetarily responsible for any hardware damage that occurs off practice premises and/or software damage (including labour costs).
- You will not be held responsible for computer problems resulting from regular work-related use; however, you will be held personally responsible for any problems caused by their negligence as deemed by *CompanyX*.
- You must provide access to any laptop computer or accessories they have been assigned upon *CompanyX* request.

B. General Rules and Care of Laptops

You are responsible for protecting your laptop from loss or theft and for protecting the information it contains. These rules are provided to assist in assuring that your laptop is secure at all times. All conceivable situations cannot be covered in this document.

- Power off your laptop whenever it is not in use. Do not carry the laptop in suspend or hibernation mode. And do not carry it by the screen.
- Personal use of the laptop, equipment and accessories is not allowed.
- Keep your laptop close to you and in sight. Otherwise, keep it locked away securely.
- Never store passwords with your laptop or in the carrying case.
- Travel without your laptop if it is not needed.
- Since the laptop's keyboard and touch pad are permanently attached to the rest of the system, make sure that your hands are clean before using them. Because hand lotion is a major contributing factor to dirt and dust, please make sure your hands are free from lotion before using the computer. It is costly to change a laptop keyboard and/or touchpad that has been damaged by excessive dirt.
- Do not place drinks or food in close proximity to your laptop.
- All laptop users are financially responsible for any damage to or loss of the laptop computer, equipment and accessories in the event this policy is not adhered to.
- In case of damage or loss, laptop users will replace or pay the full cost of replacement of the damaged or lost equipment with equipment of equal value and functionality subject to the approval of *CompanyX*. It is the user's responsibility to provide appropriate insurance coverage.
- Users will not allow any other individuals to use the laptop issued to me and/or the related equipment and accessories that have been provided to me by *CompanyX*.
- All employees agree to return the laptop and accessories in my possession immediately upon termination. *CompanyX* may withhold the replacement cost of the laptop/accessories from the final salary payment.
- You must report damage or suspected problems immediately to *CompanyX* technical support at the first available opportunity.

C. Virus Protection of Laptops

- Viruses are a major threat to businesses and laptops are particularly vulnerable if their anti-virus software is not kept up-to-date.
- Email attachments are now the number one source of computer viruses. Avoid opening any email attachment unless you were expecting to receive it from that person.
- Always virus-scan any files downloaded to your computer from any source (USB hard disks and memory sticks, network files, email attachments or files from the Internet). Virus scans normally happen automatically but the IT Help/Service Desk can tell you how to initiate manual scans if you wish to be certain.
- Report any security incidents (such as virus infections) promptly to the IT Help/Service Desk in order to minimize the damage.
- Respond immediately to any virus warning message on your computer, or if you suspect a virus (e.g. by unusual file activity) by contacting the IT Help/Service Desk. Do not forward any files or upload data onto the network if you suspect your PC might be infected.
- Be especially careful to virus-scan your system before you send any files outside of the *CompanyX* network. This includes EMAIL attachments.

D. When in the Office

- When away from your desk, leave your laptop in locked / “log in required” protection status.
- Laptops should be taken home at night or secured out of sight in a locked drawer, cabinet, or locked compartment.
- Make sure that the laptop is in locked / “log in required” status if you need to walk away from your laptop.
- Do not leave your laptop unattended if you leave the meeting room. Ensure that someone is designated to remain in the room with any laptops, or that the laptops are secured to immovable objects, or that the meeting room door is locked.

E. Whilst Traveling In a Vehicle

- Extreme temperatures can damage a laptop. You should not leave a laptop in an unattended vehicle.
- If you must leave your laptop in an unattended vehicle for a short period of time, always lock your laptop in the boot/ trunk of the car. A visible laptop is a target.
- On rare occasions when a vehicle may not have a boot/ trunk or lockable compartment, the laptop must still be locked in the vehicle and stored out of sight.

F. In Hotels

- Never leave your laptop unattended in hotel rooms.
- If you leave your room for any period of time, secure your laptop in the room safe. If a room safe is too small or unavailable, lock your laptop in your travel luggage.
- Always attempt to keep evidence that you may be traveling with a laptop out of site.
- Store the carry case and peripherals, such as a mouse and a charger, in your travel luggage.

G. While Traveling by Air

- Check with your airline to verify whether laptops can be carried on the plane.
- Always carry your laptop with you; only place your laptop in checked baggage if required by the airline or airport security.

- If required by airport authorities, associates may place electronic communication devices and encrypted laptops in their checked luggage.
- All devices must be powered off before they are packed.
- Lock all luggage and briefcase compartments with a lock approved by the Transportation Safety Administration (TSA).
- Beware of staged delays at security checkpoints; many thieves use this tactic to steal laptops.
- Do not send your laptop through the screening devices until you are about to pass through the checkpoint.
- Keep your laptop close to you at all times. If an overhead compartment within an unobstructed view is not available, consider placing your laptop underneath the seat in front of you.

H. Laws, Regulations and Policies

You must comply with relevant laws, regulations, and policies applying to the use of laptops and data/information privacy and protection.

Appendix A. General Maintenance Guide

1. Cables and removable storage devices must be inserted carefully into the laptop.
2. Use a surge protector when possible, as a single power surge can damage your laptop within a matter of seconds, hindering your laptop's functionality.
3. Avoid using your laptop on soft surfaces such as a sofa, bed, carpeting, comforters, or pillows. Air vents on the bottom or the sides of your laptop will be blocked, and airflow will be reduced.
4. When in use, do not lean on top of the laptop or place anything near or on the laptop that could put pressure on the screen. Unnecessary pressure can push the LCD screen into the keyboard and may eventually damage your laptop's screen.
5. Do not rotate or open the LCD screen beyond its design limit. Laptops have a design limit as to how far the LCD screen can be tilted open. If the LCD is tilted beyond this limit, damage to the LCD, hinges, or laptop will occur. Avoid forcing the LCD screen beyond this limit once resistance is felt.
6. Avoid touching the screen with sharp or pointed objects such as pencils, pens, and so on.
7. Do not insert items (especially metal objects) into the openings of the laptop that are not intended for those ports.
8. Avoid having food or beverages around the laptop.
9. Do not place anything on the keyboard before closing the laptop LCD screen, such as pens, pencils, folders, papers, and so on.
10. Close the laptop carefully - from the centre top front edge of the screen. Avoid excessive force when closing the LCD screen.
11. The LCD screen and touch screen on laptop monitors, are made of polarized glass. This glass could break if the device is dropped or receives a significant impact.
12. When storing a laptop, do not place other items on top that could put unnecessary pressure on the laptop, such as books. When storing multiple laptops, avoid stacking the laptops on top of each other.
13. Keep the laptop dry - protect it from rain, snow, and any other form of liquid.
14. Do not leave your laptop in a car (including the trunk) or any location that would expose the laptop to extreme temperature or direct sunlight for extended periods of time. Large temperature swings could damage a laptop, and a laptop (or laptop bag) is also an inviting target for a thief.
15. Clean your laptop often. Taking a few minutes to clean your laptop of dust, grime, residue, and so on, will make a massive difference in your laptop's lifespan. Focus on cleaning the LCD screen, keyboard, chassis, and air vents:
 - LCD screen cleaning – Gently wipe the screen with a clean and soft microfiber cloth. Do not use window cleaner or any type of household cleaner on the LCD screen. Use a cleaner that is designed for an LCD screen.
 - Keyboard or chassis cleaning – Wipe the surface gently with a clean and soft microfiber cloth. If the laptop is particularly dirty, careful wiping with a baby-wipe or non-alcohol-based makeup removal wipe will help to remove most marks generated through general use.
 - Air vent cleaning – Light use of a can of compressed air or long-bristled brush to clear out any possible dust or debris.