

# Lebanese American University

## Information Security Regulations

### Portable Computers Regulations

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**Version 1.2**

#### **Overview**

The need to work offsite LAU campuses, obliges the university to provide faculty and staff with portable computers. Thus, standards and regulations are needed to manage and maintain these devices as secure as can be.

#### **Purpose**

The purpose of the portable computers regulations is to establish standards for utilization and management of LAU portable computers.

#### **Scope**

The portable computers regulations apply to all users who uses portable computers provided by LAU.

#### **Regulations**

##### ***Portable Computers Issued With Standard Configuration***

LAU issues portable computers to all users who have approval from department heads to use it for LAU official business. These portable computers must be configured according to LAU issued regulations.

##### ***Software Installation and Upgrade***

Users must not install or upgrade software on their personal computers except if needed for business use and after obtaining approval of the concerned supervisor. All software listed in <http://it.lau.edu.lb/services/faculty.php> for faculty and <http://it.lau.edu.lb/services/staff.php> for staff are supported by the IT department.

##### ***Transportable Computers***

All portables, laptops, notebooks, and other transportable computers must consistently employ startup and screen-saver based boot protection.

##### ***Transportable Computers when traveling***

When traveling with a portable, laptop, notebook, or other transportable computers, employees must not check these computers in luggage systems.

##### ***Insuring Transportable Computers when traveling***

Portable, laptop, notebook, or other transportable computers must be insured before taken on a trip.

##### ***Lending Computers Containing Sensitive Information***

A personal computer, handheld computer, transportable computer, personal digital assistant, smart phone, or any other computer used for business activities must not be lent to anyone.

### ***Possession of Portable Computers***

Employees must keep LAU portable computers containing LAU information in their possession at all times when traveling unless they have been deposited in a secure location such as a locked closet or a hotel safe. When stored in a motor vehicle or in another unattended public place, users must keep all portable computing devices covered and out of sight.

### ***Mobile devices must be returned for decommission***

All PCs and laptops when replaced with new ones, should be returned to IT.

All PCs and laptops, when no more used by employees or contractors, should be returned to the concerned supervisor.

All mobiles, when no more used by employees or contractors, should be returned to IT.

### ***Off-Site Systems Damage and Loss***

Users must promptly report to their supervisors any loss of LAU device that has been entrusted to their care. In case of theft, they should also obtain a report from the police where the theft occurred.