

Technology Services Assets Management

Physical Device Security Guidelines

The general recommendations for physical security are the same for all devices, particularly smaller devices like laptops, desktops, tablets, and smartphones:

- Never leave your laptop or small device unattended, even for a moment, even in your office. Most laptops are stolen from their owner's *office*, while the owner is at a quick break or meeting.
- If you must leave your laptop in a car, stow your bag in the trunk before you reach your destination, so potential thieves don't see you doing so. Make sure your car is locked.
- Use a low-key shoulder bag, briefcase, or backpack for your laptop. Avoid expensive bags that scream, "Laptop inside!"
- Do not leave portable electronic equipment unattended when traveling. Monitor it closely while checking in at an airport or hotel counter and while passing through airport security checkpoints. If you must leave the equipment briefly unattended in a hotel room, secure it to a desk or table with a cable lock or keep it in a hotel provided safe if available.
- If you are going out for coffee or lunch, lock your gear in a desk or an office that can be locked. Or, at least purchase and use a laptop cable lock.
- When traveling by air, bring the portable IT equipment with you on the airplane as a carry-on. Do not place it in checked luggage.
- All computers should be set to require a user password to log on to the computer.
- Configure your Macintosh or Windows screensaver to require a password.
- It's always a good idea to secure a laptop to a desk or table with a cable lock, even at home.