



# THE LAPTOP SECURITY POLICY

Council Approved: 05/12/2017

Council Resolution Nr: C.5

By receiving this laptop, the user accepts responsibility for the safeguarding thereof for the period it is signed out to him/her.

1. The user must take the following precautions:
  - When leaving the workspace for long periods, store your laptop in a locked drawer or cabinet;
  - If you are stationed in a private office, lock the door if you leave during the course of the day;
  - If you take your laptop home, ensure that your doors are locked in the event of you leaving your premises and activate your home security system if you have one installed;
  - If you are staying in a hotel, lock your laptop in a safe when you leave your room;
  - Keep your laptop in your sight when passing airport checkpoints.  
(Many travelers find it helpful to tape their business card to their laptops which will assist you to identify your laptop in airport security);
  - If you travel by car, lock your laptop in the trunk when you leave your car;
  - Refrain from using your laptop in locations that might increase the likelihood of damage and/or loss;
  - Keep food and beverages away from the computer;
  - Use a padded carrying case for your laptop.
  
2. In the event of you being robbed of your laptop, or if it is damaged or stolen despite you having taken the aforementioned precautions, replacement of the laptop will be considered subject to availability of funds.
  
3. In the event of your laptop being damaged or stolen and the aforementioned precautions were not taken, the user will be held responsible for the repair or replacement thereof.
  
4. In the event of your laptop being damaged or stolen, the same must be reported as soon as possible to the Senior Accountant: Assets for insurance purposes. If the theft or loss occurred outside Eden District Municipality offices, the same must be reported to the South African Police Services and obtain a police report forthwith.
  
5. The laptop must be returned to the Information and Communication Technology (ICT) Department when the user leaves the employ of Eden District Municipality.

I have received and read the LAPTOP SECURITY POLICY and understand the same.

**SIGNED AT** \_\_\_\_\_ **ON THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**WITNESS:** \_\_\_\_\_