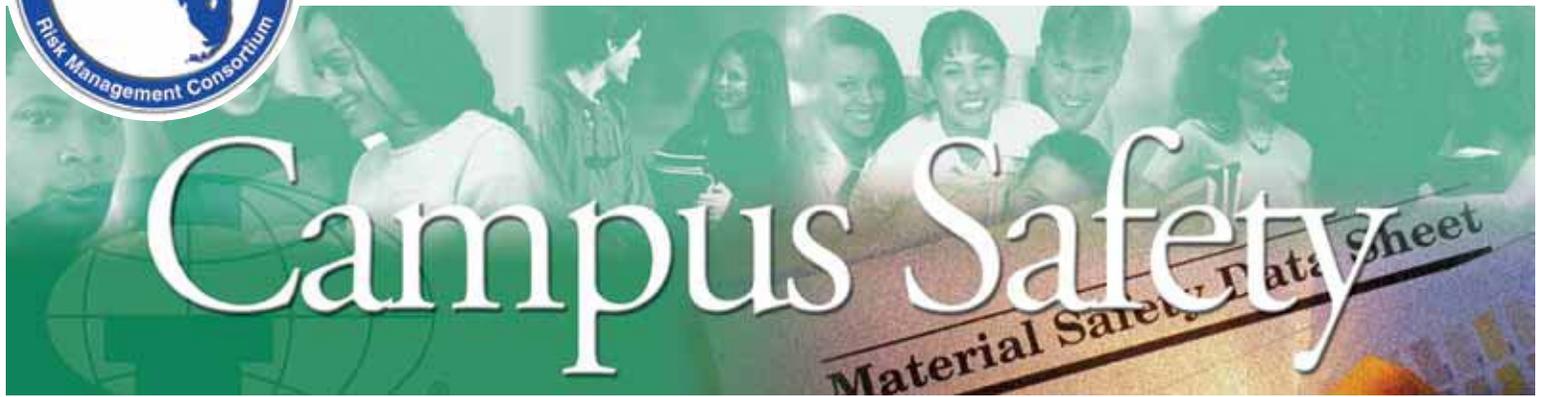




Florida Community Colleges Risk Management Consortium



Computer Laptop Security

When using a laptop computer, you should be aware of some important tips to help protect the computer from theft.

- Thieves can identify laptops by their carrying cases, so it is a good practice to avoid leaving a computer unattended or in a place where you cannot keep the laptop in constant view. When practical, carry the laptop in a briefcase or other carrying case that does not readily identify it as a computer.

- Avoid leaving a laptop in an unattended vehicle. If you must leave it in the vehicle, lock it in the trunk away from view. Do not put the laptop in plain view from outside the vehicle such as on the front or rear seat.
- When using a cell phone or public phone, place the laptop in front of you, so you can see the laptop carrying case at all times. Do not get distracted while on the phone.

- If you are using the laptop for a presentation, do not leave it in the presentation room when you go to lunch, during conference breaks, or overnight. Always keep your laptop with you or a locked in a desk.
- Place the laptop in front of you or on the counter while conducting transactions at a hotel, airline, or car rental desk. Do not become distracted.

- Never check laptops as luggage.
- Airport security checkpoints require that laptops be removed from their cases and scanned separately. Try to keep the laptop in sight. Do not place it on the conveyor belt until you are ready to go through the security scanner. Keep an eye on the laptop.

- In your hotel room, use the hotel safe to protect your laptop. If a safe is not provided take the laptop with you when you leave the room for an extended period of time.

- When using a taxi or shuttle service, keep the laptop with you. Do not store in the common luggage storage area or in the car trunk.

- When storing a laptop at an unattended home, keep the laptop out of plain view by putting it away or in the closet. For best practices, lock it in a cabinet.
- Laptops should have a scribed or etched identification number on the computer to identify ownership.

Remember, laptops are oftentimes stolen from cars, hotel rooms, or when left unattended for even a few minutes, so always keep the laptop in plain view and do not get distracted.

