

- Be aware and alert when placing the laptop on a security X-ray belt
- Be aware and alert when storing the laptop in airline overhead bins
- When leaving the laptop in an unattended vehicle, lock the laptop in the trunk and ensure the vehicle is locked
- Do not place the laptop in checked baggage
- Keep laptops inconspicuous
- Keep the bag containing the laptop closed (zipped and, when practical, locked)

Cyber security is everyone's responsibility!

Laptop Data Security

FOR PERSONAL IDENTIFIABLE INFORMATION (PII)

All electronic copies of Protected PII will reside within an accreditation boundary protected at least at the moderate level. Protected PII is not to be downloaded to mobile devices (such as laptops, PDAs, or removable media) or systems outside the protection of the accreditation boundary unless a waiver has been granted by the Designated Approval Authority (DAA).

- If you suspect that your ORO-issued laptop or associated removable storage media has been tampered with, immediately report this suspicion to the ORO IT Help Desk (865-576-2482) after hours report to OROC (576-1005). If the laptop is powered off when you suspect possible tampering, do not turn it on.
- If you notice that the encryption software (PointSec) is not operating properly or not installed report that to the ORO IT Help Desk immediately at 865-576-2482.

US Department of Energy Oak Ridge Office



**For ORO IT Support,
Please contact:
IT Help Desk
Phone: 865-576-2482
Email:**

ITREQUEST@oro.doe.gov

US Department of Energy Oak Ridge Office

Laptop Accountability

What You Need To Know To Keep Your Laptop Secure



**This guide is intended to
provide you with practical
information for keeping your
laptop and its data secure.**

January 2008

Protecting Laptops

Laptop computers are a prime target for theft from your office, your home, airports, hotels, and when traveling locally or long distances.

Never assume the laptop is safe just sitting

Never leave the laptop turned on or unsecured, especially when traveling.

Know where it is at all times.

Common high theft areas include:

- Airports (check-in counters, security check-points)
- Train stations
- Convention or conference rooms
- Hotels
- Offices
- Cars, taxis, buses, and other public transportation

Know where your laptop is at all times!

Suggestions for Keeping Laptops Secure

- Lock the laptop in hotel safes when possible
- Lock the laptop in file cabinets or desks

Waiver:

If there is an operational or business need to store Protected PII outside the accreditation boundary (in particular on laptops and mobile devices), a waiver may be granted by the DAA based on the need and encryption requirements.

Other Controlled Information

Privacy Act, Procurement, Financial, Unclassified Controlled Nuclear Information (UCNI), and Official Use Only (OUO) must be protected at all times when it resides on a laptop or on an external disk drive attached to a laptop and when transmitted using telecommunications or a network (e.g., use Entrust for when sent in or attached to email).

- Laptops must be protected from unauthorized access. All ORO laptops have encryption software installed for this purpose.
- Two-factor authentication is required for remote access to the ORO computing resources.

User Responsibilities

You are personally responsible for your ORO-issued laptop.

You must bring the laptop to the IT Help Desk staff at least once every 90 days to be physically inventoried and to have approved security-related software updates installed. Anti-virus protection will also be updated to minimize the laptop's vulnerability to threats.

If your ORO-issued laptop or its associated removable storage media is stolen, lost, or missing, immediately report the loss to local law enforcement authorities. Get a report number from the police and call the ORO IT Help Desk at 865-576-2482 to report loss.

NOTE: If the laptop or the removable storage media is stolen, lost, or missing, and it contains Personal Identifiable Information (PII), ***you must report the loss IMMEDIATELY when you learn of it*** to the IT Help Desk at 865-576-2482. After hours, you must report the loss to OROC at 865-576-1005.