

## LAPTOP POLICY

Applicability: This policy applies to all Oak Hill laptop users.

### A. Confidentiality of Data

Oak Hill provides certain employees with laptop computers that are part of Oak Hill's data network, which includes: email, MS Word documents, program participant records and financial documents. These laptops are the property of Oak Hill. The portability of laptop computers necessarily requires that additional precautions are taken to ensure the confidentiality and privacy of the information stored on the computers. Accordingly, laptop users must adhere to the following:

1. Consistent with Oak Hill's policy on Computer and Internet Use, personal data may not be stored on the laptop. "Personal data" includes, but is not limited to: photographs, personal documents or unauthorized software; and
2. No unauthorized individuals, including family members, may use Oak Hill's laptops.

### B. Use and Care of Equipment

All laptop users will be provided with the following accessories: laptop, carrying case, electrical adapters, backup storage device, external mouse and a printer cable. An external floppy drive is also available upon request.

From time to time you will be requested to bring your laptop to the Information Technology department for routine maintenance. You are expected to comply with this request in a timely fashion. Laptops will be replaced by Oak Hill as needed.

Oak Hill accepts normal wear and tear on laptops. We also expect that on occasion accessories break or get lost. In the event, however, that repairs or replacements parts are issued on more than an occasional basis, due either to negligence or intentional misuse, the affected employee may be subject to disciplinary action.

### C. Laptop Security

Highly confidential information regarding program participants and students, such as: medical records, educational records, behavior plans, nursing notes and financial information, must be password-protected. If you need assistance in this regard, please contact Oak Hill's Information Technology Department.

Laptop users are responsible for the security of the laptop at all times, and should take exceptional care to guard against computer theft. Laptops should not be left in a visible location in your vehicle or unattended in a public place. Lost or stolen laptops must be reported immediately to the local police department, Oak Hill's Information Technology department and your department head.

Cross-reference:    Computer and Internet Use  
                          Confidentiality and Privacy  
                          Electronic Mail  
                          Privacy Protection  
                          Protecting Documents and Data

Approved: June 12, 2008