



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official:
Director, Office of Risk Management
Responsible Office: Office of Risk
Management
Last Revised Date: March 20, 2009

LAPTOP COMPUTER AND SMALL ELECTRONICS THEFT

Policy Statement

Faculty and staff in possession of university owned electronic devices are responsible for the protection of that equipment from theft or damage. The high value and portability of laptop computers make them particularly susceptible to theft and require the highest degree of care. Reimbursement to a department for a stolen university laptop computer or other small electronic device will only be considered if the laptop computer or electronic device is taken from a locked desk, cabinet, closet, or office, and there are signs of forced entry (e.g., burglary).

Reason for Policy

The purpose of this policy is to (1) alert faculty and staff of their responsibility to protect university property, (2) raise awareness of portable electronics theft and (3) inform the university community regarding the criteria for reimbursement to a department for stolen laptop computers and small electronic devices.

Who is Governed by this Policy

Faculty and staff

Table of Contents

Policy Statement	1
Reason for Policy	1
Who is Governed by this Policy	1
Table of Contents	1

Policy	2
Definitions	2
Forms	3
Related Information	3
Contacts	3
Document History	3
Who Approved This Policy	3

Policy

Due to their high value and portability, laptop computers and other small electronic devices are highly susceptible to theft on university campuses, usually without any sign of forced entry.

University employees who possess university owned laptop computers and other portable electronic devices are expected to secure them whenever they are left unattended. Accordingly, the university will not reimburse a department for the loss of a laptop computer or other portable electronic device unless it is burglarized (i.e., taken from a locked desk, cabinet, closet, or office, and there are signs of forced entry thereto). If a university owned laptop computer is burglarized, the following steps should be taken:

- A. Immediately contact the GW Police Department and request that they file a report;
- B. Contact the Office of Risk Management [via webform](#) so that a stolen property claim can be filed; and
- C. Contact the Division of IT Support Center (ITSC) to report the incident which will initiate a risk assessment by Information Security and Compliance Services.

Definitions

Small/Portable Electronic Devices: Electric or battery operated devices (e.g., laptop computers, electronic projectors, mini hard drives, portable music players, personal data assistants (PDAs), or cellular phones) which can be easily carried or moved.

Forms

[The Office of Risk Management: Electronic Theft](#)

Related Information

[Information Security Policy](#)

[Metropolitan Police Department – Tips for Preventing Laptop Theft](#)

Contacts

Contact	Telephone	Email
GW Police	202-994-6110	gwpd@gwu.edu
Risk Management	202-994-3265	risk@gwu.edu
Division of IT	202-994-4948	ithelp@gwu.edu

Document History

- **Last Reviewed Date:** March 19, 2018
 - **Last Revised Date:** March 20, 2009
 - **Policy Origination Date:** October 7, 2002
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Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer

This policy, as well as all [university policies](#), are located on the [Office of Compliance's](#) home page.