LAPTOP COMPUTER AND SMALL ELECTRONICS THEFT POLICY

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 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, the item was secured by using a locking cable, and there are signs of forced entry (i.e. burglary).

Reason for Policy/Purpose

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) to inform the university community regarding the criteria for reimbursement of stolen laptop computers and small electronic devices.

Who Needs to Know This Policy

Faculty, staff and students

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Policy/Procedures

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 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, the item was secured by using a locking cable, and there are signs of forced entry thereto). If a university owned laptop computer is burglarized, the following steps should be taken:

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

Forms / Instructions

The Office of Risk Management: Electronic Theft

Website Address for This Policy

GW University Policies

Contacts

<table>
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<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop Theft</td>
<td>GW Police</td>
<td>(202) 994-6110</td>
<td><a href="mailto:gwpd@gwu.edu">gwpd@gwu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Risk Management</td>
<td>(202) 994-3265</td>
<td><a href="mailto:risk@gwu.edu">risk@gwu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Division of IT</td>
<td>(202) 994-4948</td>
<td></td>
</tr>
</tbody>
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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.

Related Information

- Information Security Policy
- Metropolitan Police Department - Tips for Preventing Laptop Theft

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer

History/Revision Dates

Origination Date: October 7, 2002
Last Amended Date: March 20, 2009
Next Review Date: January 31, 2016