



THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON DC

Responsible University Official:
Director, Office of Risk Management
Responsible Office: Office of Risk Management
Origination Date: October 7, 2002

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

Students, Faculty and Staff

Table of Contents

Policy Statement	1
Reason for Policy/Purpose	1
Who Needs to Know This Policy	1
Table of Contents	1
Policy/Procedures	2
Forms/Instructions	2
Website Address for This Policy	2
Contacts/Responsibilities	2
Definitions	2

LAPTOP COMPUTER AND SMALL ELECTRONICS THEFT POLICY

Related Information	3
Who Approved This Policy	3
History/Revision Dates	3

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, you should immediately contact the University Police Department and request that they file a report. Risk Management should also be contacted so that a stolen property claim can be filed.

The procedures implementing this policy are set forth by the Laptop Theft Program, available on the Office of Risk Management website.

Forms / Instructions

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

Website Address for This Policy

[GW University Policies](#)

Contacts

Subject	Contact	Telephone	Email Address
Laptop Theft	University Police	(202) 994-6110	upd@upd.gwu.edu
	Risk Management	(202) 994-3265	risk@gwu.edu

Definitions

Small/Portable electric or battery operated devices, (e.g. laptop computers,

LAPTOP COMPUTER AND SMALL ELECTRONICS THEFT POLICY

Electronic Devices 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 & Treasurer

History/Revision Dates

Origination Date: October 7, 2002

Last Amended Date: February 22, 2008

Next Review Date: February 28, 2009