



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

Information Technology Instruction:

Personal Computers, Laptops, Tablets and Portable IT Equipment

Effective: 23 October 2023

Audience: employees, students

Key words:	IT equipment, data, information, information security
Instruction Owner:	Chief Information Officer
Responsible Officer:	Director, IT Business Partners & Security
Review Date:	23 October 2024

Information Technology Instruction: Personal Computers, Laptops, Tablets and Portable IT Equipment

Authority and force of this instruction

The *Policy: Information and Information Technology*:

- authorises the Chief Information Officer (CIO) to maintain detailed instructions for staff to ensure security of the University's information (clause 5.3.1.2), and
- requires everyone who uses a university information system or a device provided by the University to follow those instructions (clause 5.1.3), and abide by the terms and conditions of use of the system or device.

The *Procedure: Information Management* authorises the CIO to maintain instructions for staff to ensure:

- 'that, before digital storage devices that contain licensed software and/or university information pass out of the University's control, the devices are ... reliably erased, or ... destroyed' (cl 8.1)
- 'the security of university-provided mobile phones and tablet computers (mobile devices) ... the security of personal computers in university workplaces ... secure use of university-provided software, personal computers, mobile devices and tablets' (clause 12.4.2), and

The *Procedure: Information Technology* (clause 8.2) authorises the CIO to 'maintain lists of what software staff can install on types of device provided by the University'.

Instruction

Scope

1. This instruction applies to users of desktop computers, monitors, laptops, laptop docking stations, tablet computers and portable information technology (IT) equipment provided by the University.
 - 1.1. This instruction does not apply to mobile phones provided by the University: there is a separate IT Instruction: Mobile Telephones.

Ownership and care

2. Computers and other IT equipment that the University provides to staff, students or other members of the university community remain the property of Information Technology (IT).
 - 2.1. At the end of a staff member's employment at the University, they must return any computer or other IT equipment provided to them, to the IT.
 - 2.2. The IT will then perform maintenance of the returned equipment and delete any data that needs to be removed, before the equipment is allocated to another user or decommissioned.
3. Users are responsible for caring for and ensuring the security of computers and other IT devices provided to them by University.
4. To care for their university-provided computer or IT device, users will:
 - 4.1. keep it clean, using cleaning sprays, cloths and brushes that are suitable to clean IT equipment (for example, alcohol-based sprays rather than water)
 - 4.2. store it where it will stay clean and be secure against theft
 - 4.3. place no stickers on it other than university-provided branding/merchandising stickers



- 4.4. not open or modify the computer or device
- 4.5. if it is lost, stolen or damaged, as soon as practicable report this to the IT Service Desk
- 4.6. carry it in a bag that will cushion it to prevent damage if it is dropped: for example, for a laptop, a purpose-built laptop backpack or laptop bag.
5. When issuing a laptop to a user, Information Technology will not provide a laptop bag unless the user requests this, as users often prefer to use their own bag or backpack to carry their university-provided laptop.

Security

6. To ensure the security of their university-provided computer, laptop or tablet and university information accessible via the equipment, users will lock it digitally when they leave it switched on but unattended (as required by clause 7.1 of the *Procedure: Information Technology*)
7. When they are not using their university-provided desktop computer, laptop or tablet computer, or another item of portable IT equipment, users will ensure its security as follows:
 - 7.1. If the device or equipment is in a room that is not locked and does not have access restricted to staff of the user's work unit, they will lock it away (for example in a locked cupboard or locked drawer).
 - 7.2. If the device or equipment is left in a car, they will ensure it is out of sight and that the car is locked.
 - 7.3. If the device or equipment is tethered to a workstation by a Kensington lock and cable, this is sufficient for security during the day, but overnight the user must ensure the room is locked to prevent public access.
8. When a user will be travelling overseas with their university-provided laptop or tablet computer, they must inform their manager and the IT Service Desk. This is necessary so that the IT Cybersecurity team does not assume their logins to university information systems from an overseas IP address are malicious activity.
9. The University may perform a remote wipe of NDA data in order to prevent unauthorised access.

Permissible software

10. IT maintains a list of software that users of university-provided computers are permitted to install on them.
 - 10.1. Where a staff member wishes to install software on a university-provided device that is not on the list of software permitted for that type of device, they can only install it if they have requested approval from IT via a request to the IT Service Desk, and have received the approval.

Moving and keeping track of portable computers and other IT equipment

11. To ensure efficient use and security of the University's IT assets, their location must always be correct on the register of IT assets maintained by Information Technology (IT). To this end:
 - 11.1. Only laptops and mobile computers can be moved to a different room without the permission of OIT.
 - 11.2. If a user wants to move a desktop computer, monitor, laptop docking station, portable audiovisual equipment or other portable IT equipment to a different room, they must submit a request for permission to move it to the IT Service Desk (as required by clause 7.3 of the *Procedure: Information Technology*). If permission is given, the IT Service Desk will update the location of the IT equipment in the register of IT assets.

- 11.3. If a staff member with a university-provided laptop or tablet computer transfers to a different position within the University, they may continue to use the laptop or tablet, but must inform the IT Service Desk of their transfer as soon as practicable.