



University of Toronto

BUSINESS AFFAIRS DIVISION - Risk Management and Insurance Department

Security guidelines for laptop computers

A. In Your Office

1. While the laptop computer is being used in your office, keep it locked in the docking station.
2. Don't assume that locking your office door is enough to protect your office contents. As with any item of value, you need to properly secure them in your office while you're away from it.

B. While Traveling

1. Whenever possible, carry the laptop computer inside other luggage or disguise the contents by enclosing it inside a generic carrying bag.
2. NEVER check your laptop computer as baggage on any commercial carrier (plane, train, etc.) or at the bell station or luggage holding area of a hotel.
3. NEVER leave your laptop computer unattended or set it down where you run the risk of forgetting it or having someone pick up the item. This includes airport security checkpoints; do not place on conveyor until you are ready to pass through the metal detector unobstructed!
4. NEVER put the laptop computer in the trunk of a taxi or in the luggage rack of a limo/shuttle.
5. Lock your laptop computer in the trunk of rental cars while traveling, but secure it in your room or keep it with you if you'll be away from the car for an extended period or overnight.
6. Use hotel or room safes to secure the laptop computer overnight or if you must leave it unattended.

C. If Your Laptop Is Lost or Stolen

File a report with the local police as soon as possible. Get the responding officer's name and department and a copy of the police report if possible.