

DEPARTMENT POLICY

Procedure: TS-0010P	Category: Technical Security	Version Date: 3/19/07
Title: Laptop Purchasing Procedure for Security Controls		Effective Date: 3/19/07
Originating Unit: Department of Neurology		Last Review: 9/24/07
Review Resp: Janet Kearney, ISA and Joe Schentrup, ISM		Next Review: 9/24/08

Purpose:

Ensure appropriate security configuration of newly purchased equipment.

References:

UF HSC SPICE Policy TS0010

Procedure:

- All computer purchases must be reviewed by our Unit ISM, Joe Schentrup, prior to purchase to ensure the proper security configuration is planned in the order.
- All purchased laptops, handheld computers, and electronic media must be received by our IT department where the appropriate security controls will be configured before delivery to its intended user.
- All privately owned laptops, handheld computers, and electronic media should be inspected by our IT department for appropriate security controls before it is permitted to interact with our information and computing environment.

These process changes are not optional, and are not only intended to protect the privacy of other individuals, but they are also intended to protect you from a costly mistake.