Network Security Policy for Portable Computers

Introduction

Portable computers offer staff the ability to be more productive while on the move. They offer greater flexibility in where and when staff can work and access information, including information on our corporate network. However, network-enabled portable computers also pose the risk of data theft and unauthorized access to our corporate network.

Any device that can access the corporate network must be considered part of that network and therefore subject to policies intended to protect the network from harm. Any portable computer that is proposed for network connection must be approved and certified by the IT department.

Protecting the Laptop

In order to qualify for access to our corporate network, the laptop must meet the following conditions:

1. Network settings, including settings for our VPN, must be reviewed and approved by IT support personnel.

2. A personal firewall must be installed on the computer and must always be active. Recommended firewall software is Zone Labs' ZoneAlert [product you choose might vary].

3. Anti-virus software must be installed. Software must have active scanning and be kept up-to-date. Recommended anti-virus software is Norton Antivirus [product you choose might vary].

Laptop User's Responsibilities

1. The user of the laptop is responsible for network security of the laptop whether they are onsite, at home, or on the road.

2. The user of the laptop is responsible for keeping their anti-virus scanning software up-to-date at all times. It is strongly recommended that they update their anti-virus software before going on the road.

3. The user of the laptop shall access network resources via a VPN connection. Use of public Internet services is discouraged, as they do not offer adequate protection for the user.

Security Audits

The IT department reserves the right to audit any laptop used for company business to ensure that it continues to conform to this certification policy. The IT department will also deny network access to any laptop which has not been properly configured and certified.

Declaration of Understanding (Portable Computer User)

I, [employee name], have read, understand, and agree to adhere to [company name]'s Network Security Policy for Portable Computers.

Name (Printed): _____

Name (Signed): _____

Portable Computer: _____ (model name, ID number)

Today's Date: _____

Declaration of Certification (IT Department)

I, [employee name], confirm that the above laptop adheres to [company name]'s Network Security Policy for Portable Computers.

Name (Printed): _____

Name (Signed): _____

Today's Date: _____

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