Tips to safeguard your Laptop and Data

1. Hide your laptop. Even if your office is locked, leaving a laptop in plain view can attract unwanted attention and promote theft.

2. Lock up your laptop in a drawer or use a security cable.

3. Backup important data. You can talk to your departmental administrative assistant about obtaining an external hard drive or USB pen drive.

4. Avoid leaving unneeded personal information on your laptop. Don’t have items such as your personal tax returns, bank records, or password lists.

5. Avoid using a bag with the manufacturer’s name or logo on it.
A Closer look at KSU Laptop Security

**STOP Tags**
STOP Tags are permanently mounted tags on the bottom left corner of the laptop. These tags are secured onto the laptop with industrial adhesive. Under this tag is a tattoo which chemically bonds itself to the case of the laptop in case of removal of the tag. These tags are tracked and monitored for the life of the laptop by Public Safety.

**Decals**
The KSU embossed decal is used to quickly identify the computer as property of KSU and help ward off would be thieves.

What to do if you Discover your Laptop has been Stolen

1. Call the local police (ext 6666 on campus or 911 off campus)
2. Try to remember details:
   - Where the laptop was last seen
   - When it was last seen
   - Any explanations as to where it might be
3. Remember any sensitive information you may have stored on it: Passwords, Grades, Student and Personal Data.

If you have any questions about securing your office or property, contact Public Safety at ext 6206.

Where We’re Headed
The ITS Information Security Office is working hard to bring additional security controls to the campus. One safeguard under evaluation is Enterprise Full Disk Encryption (FDE) for laptops and desktops. When deployed, this encryption protects user data using AES 128 bit or higher encryption. In the event of theft or loss, this safeguard effectively secures to the point that the risk of unauthorized information disclosure is remote at best.

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