



## Laptop Security and Authorized Use Policy

Each employee provided with a laptop by the Lindenhurst Memorial Library is responsible for the physical security and authorized use of the laptop. All laptops acquired for or on behalf of the Lindenhurst Memorial Library are Library property. Employees must take the following actions to ensure the physical security and authorized use of Lindenhurst Memorial Library laptops:

- Employees will be assigned laptops for the purpose of performing duties directly related to their employment with the Lindenhurst Memorial Library. Laptops are not to be utilized for non-Library business. Non-library employees shall not use or access laptops.
- Laptops are pre-loaded with a standard suite of approved software and security applications installed by the Library. Employees shall not in any way modify or disable software or security applications without written approval from the Library Network Administrator or Library Director.
- The laptop shall be locked with a password when not in use, and caution taken when entering passwords on the laptop.
- In the case of theft or loss of a Library issued Laptop, the employee shall immediately notify his/her supervisor as well as the Library Network Administrator.
- Employees are responsible for taking reasonable precautions to protect and maintain employee issued Library laptops. Evidence of misuse or abuse of a laptop may result in the revocation of the employee's use of such equipment or device. Additionally, employees may be responsible for any damages associated with any intentional misuse or abuse.
- In the event that an employee's employment ceases at the Library, the employee shall return the equipment no later than his/her last day of employment.

Violation of this policy may be grounds for disciplinary action up to and including termination of employment, per contractual procedure and Civil Service law.

Please sign below to indicate receipt of a library issued laptop and accessories, and acknowledgement of the Employee Laptop Security and Authorized Use Policy.

Employee Name: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Inventory Number of Laptop: \_\_\_\_\_

Mouse: \_\_\_\_\_ Wireless Keyboard: \_\_\_\_\_

Approved: February 20, 2021