
Laptop Guidelines and Recommendations

1) No Personal Identifiable Information (P.I.I.) is allowed on laptops, external drives, CDs, DVDs or any other device not on the AFS network. If in doubt, please contact AFS at 413.545.2119.

P.I.I. is defined as:

Sensitive data are data held in specific combinations. MGL 93H, the University, and the Amherst campus define sensitive data as the following:

- **Personal information:** An individual's name in combination with any of the following: Social Security Number, Driver's License Number, State Identification Card Number, financial account number, credit or debit card number (based on Chapter 93H of the Massachusetts General Laws of 2007).
- **Health information:** Individually identifiable information related to a person's physical or mental health. This applies to any past, present, or future condition, treatment, or payment of health care service (based on the Health Insurance Portability and Accountability Act of 1996, a.k.a. HIPAA).
- **Education records:** Students' academic, personal, and financial information as described in the most recent Academic Regulations Handbook (based on the Family Educational Rights and Privacy Act, a.k.a. FERPA).

2) Laptops will be secured in a locked location when not in use. If in use outside of an AFS office environment, please secure the device with a cable lock at all times or keep in a locked location.

3) Never access WebDAV, U-mail, PeopleSoft or other applications requiring NetID credentials on an unencrypted wireless network.

4) Laptop owners should periodically connect an Ethernet cable to their laptops when in their AFS office for automatic updates and other security patches.

5) All users will need to login once to the laptop while connected to a campus Ethernet connection in order to establish a login. Once away from campus, users can expect to see a warning that a network profile is unavailable. Access to network drives, desktop, and the 'my documents' folder will all be unavailable. Please use the VPN to access documents.