



Kansas Health Policy Authority Operational Policy

Title: Laptop & Overhead Projector Check-out

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Authority: POL-EX: 2006-01

CATEGORY

Information Technology

SUBJECT

Policy regarding access to overhead projector equipment and laptop PCs

BACKGROUND

It is the responsibility of KHPA staff to properly protect all State assets. KHPA provides overhead projector equipment and laptop PCs for use by employees who have a business need. In order to safeguard these assets from loss, misuse, damage, and theft, it is important that KHPA track and monitor their location at all times.

POLICY STATEMENT

KHPA will provide projector equipment and personal laptop PCs for temporary use by KHPA employees who have a business need. The storage, maintenance, and availability of this equipment are responsibilities of the KHPA Information Systems Unit. It is the responsibility of all employees to adhere to KHPA Policies regarding protection of this equipment, information security, and acceptable use. To provide the highest level of security to these State assets, the following guidelines will apply:

- Overhead projectors and laptop PCs available for sign-out must reside in a locked space to which all Information Systems staff have either an assigned key or access to a key at all times.
- An inventory and sign-out process will be used to track the location of laptop PCs and overhead projector equipment.
- Employees must sign a log when the equipment is checked out and again on return.
- KHPA Information Systems will ensure that each laptop is in top operating condition at all times. Software upgrades, virus and security updates, and

maintenance will be performed by KHPA or DISC staff on a regular basis. All laptop PCs will:

- Undergo a limited maintenance check after each use.
 - Undergo a thorough system check every 6 months.
 - Contain a standard core configuration with software version control that mirrors that of KHPA PC workstations.
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- A laptop PC may be permanently assigned to staff requiring specified, job-supported equipment mobility with authorization from the Manager of Information Systems. Permanently assigned laptops may contain additional software specific to the needs of the user when approved by the Manager of Information Systems.
 - Laptops must not be left unattended without a locking mechanism that prevents theft. Locking mechanisms are provided for all assigned laptop PCs.

SPONSOR/CONTACT

Chief Operations Officer