



Finance Guideline	FG005 – Protection of high risk UCT portable devices and equipment
Related Finance Policy/Guideline	GEN001 – Funds deposited with or held by UCT GEN004 – Cell phone FG001 - Insurance Documentation
Objective	To give guidelines regarding how UCT's laptops and other high risk portable devices and equipment (e.g. mobile phones, tablets, cameras, telescopes, and musical instruments) allocated to staff or students for business/teaching use, should be transported, stored and protected.
Context	All laptops and high risk portable devices and equipment purchased from UCT funds belong to UCT. Laptops and other high risk portable devices and equipment are insured while on/off UCT premises. Where a loss has been reported, an insurance excess of R20 000 from 1 January 2017 is payable by the department concerned.
Scope	All laptops and other high risk portable devices and equipment that have been purchased with UCT funds, including Research and Non-General Operating Budget (Non-GOB) funds.
Guidelines	<p>It is the responsibility of the Faculty/PASS finance manager to ensure that processes and procedures are in place, and communicated, for the issuing and returning of laptops and high risk portable devices and equipment in their area.</p> <p>Whilst UCT accepts that the use of laptops and high risk portable devices and equipment come with an inherent risk of the device/equipment being lost or stolen, it must also be accepted that each member of staff or student, who is issued with such a device/equipment, is responsible for its safekeeping, as well as any data contained thereon. Where a loss is due to negligence/gross negligence of a staff/student, the loss may be recovered from the staff/student.</p> <p>It is therefore recommended that the following minimum standards of due care and use are adhered to:</p> <p>General</p> <ul style="list-style-type: none">• When in a vehicle, store the laptop and other high risk portable devices/equipment by locking it away in the boot and out of sight.• Proof of forced entry is required where items are stolen from a boot of a locked vehicle. This include pictures of the damage and quotation/invoices for repairs of the damaged vehicle.• No claims will be accepted where an electronic jamming device is suspected as being used. It is the responsibility of all staff/student to ensure that the vehicle in which the laptop/portable devices are stored, is safely locked. The laptop/devices must be locked in the boot, out of sight and you must ensure that the boot is physically locked. You must check visually and audibly that your vehicle is locked by watching it lock and listening out for the "bleep". When the remote is jammed, the bleeping sound that would follow the vehicle being locked is not present. As a precaution, always check your door handle to make sure that the vehicle is locked before walking away.• Staff/students are advised not to place any laptops or electronic devices in the front or back seat of their vehicles. Also, staff/students using bakkies/certain types of SUVs which provide no adequate cover, must carry their laptops rather than leave them unattended in the vehicles. Also, do not leave a laptop or other high risk portable devices/equipment locked in the boot of your vehicle for longer than is absolutely necessary.• At home, ensure that these items are not left lying around and, if necessary, are locked away in a secure place when you are not there.• When visiting clients or other offices, ensure these high risk items are not left unattended.



- In hotels/guesthouses, make use of safe facilities if and where possible.

UCT laptops

- A Kensington or “cable lock” must be used to secure the laptop to your desk at all times.
- Laptops should be taken home at night; and if left in the office, should either be secured to a desk or locked away.
- For regular transport of the laptop, ensure that the carrier bag is sufficiently protective and that due care is taken when carrying it.
- If you go on leave, and do not need to take your laptop with you, hand it in to the relevant support personnel to ensure that it is safely locked away.
- When flying, do not put the laptop in the hold, and always be aware of where it is in the cabin.
- If you need to use your laptop on an aircraft or other public places, and your work is confidential, it is recommended that you use a privacy screen. This is to prevent people sitting next to you from being able to read what you are working on. The privacy screen should be ordered from ICTS well in advance of your requirement.
- The loss of corporate data is likely to pose a greater loss to UCT than the laptop itself. It is therefore important that all UCT data is backed up regularly. Refer to [ICTS website](#) for guidance or log a call with the [ICTS helpdesk](#).



Note

Every loss will be investigated. If the staff/student is found to have been negligent or provided false information, disciplinary action may be taken and the staff/student may be held liable for the loss.

Direct queries to Finance helpdesk
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