Texas A&M Health Science Center Guidelines

29.01.03.Z1.13 Guideline: Portable Computing

Approved September 1, 2010
Revised February 13, 2013

 Supplements System Regulation 29.01.03 and TAMU SAP 29.01.03.M1.16

Reason for the Guidelines

Portable computing devices are becoming increasingly powerful and affordable. Their small size and functionality are making these devices ever more desirable to replace traditional desktop devices in a wide number of applications. However, the portability offered by these devices may increase the security exposure to groups using the devices. The Texas A&M University Health Science Center (HSC) Portable Computing guideline applies equally to all individuals that utilize portable computing devices and access HSC information resources.

1. Portable Computing

1.1 Only HSC approved portable computing devices may be used to access HSC information resources.

1.2 Portable computing devices must be password protected.

1.3 HSC data should not be stored on portable computing devices. However, in the event that there is no alternative to local storage, all protected HSC data must be encrypted using approved encryption techniques.

1.4 HSC data must not be transmitted via wireless transmission to or from a portable computing device unless approved wireless transmission protocols along with approved encryption techniques are utilized.

1.5 Non HSC computer systems that require network connectivity must conform to HSC Office of Information Technology (OIT) standards.

1.6 Unattended portable computing devices must be physically secure. This means they must be locked in an office, locked in a desk drawer or filing cabinet, or attached to a desk or cabinet via a cable lock system.

2. Violations

Violations of this policy may result in disciplinary action which may include termination for employees and temporary workers; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion in...
the case of a student. Additionally, individuals are subject to loss of HSC information resources access privileges, civil, and criminal prosecution.

OFFICE OF RESPONSIBILITY:

Vice President for Finance and Administration