



This Rules/Policy document is provided to you and your organization as a starting point or maturity checkpoint for existing rules/policies. It is brought to you on behalf of Jim McConnell, Principal Owner, and Ask McConnell, LLC – A Converged Security Services Provider. The content is not meant to cover every circumstance, industry, law, regulation, contractual requirement, threat, environment, or risk, but it provides an easy, defensible, highly accountable starting point for any organization. Please consult with your legal counsel and insurance provider about added requirements. If you know of peers that you think would find value in these resources, please have them contact us. These will be updated on our website regularly. We are not legally protecting these documents; we just ask for credit, shout-outs, and referrals if you find them helpful. If you have recommended updates, we are all ears. And if you need Converged Security Consulting and Training, please reach out, we would be honored to serve you and your organization.

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Laptop/Desktop/Mobile Device Security

Updated: 6 April 2025

Protecting human lives is the highest requirement of our entire organization, whether they are employees, customers, volunteers, visitors, or part of our supply chain while under some nexus to our organization. Many times things we do online will impact people lives, physically, financially, and emotionally.

Rules

- I will report security incidents, concerns, vulnerabilities, and threats to my supervisor or organization's Ethics Hotline as soon as possible and safe, but if they are not available and I feel unsafe, I will contact law enforcement.
- I will report any loss or misplacement of any organization-issued devices, immediately upon discovery.
- I will not use my personal laptop, desktop, or mobile device for organizational activities unless specifically approved by my supervisor, security, and Legal, in writing
- I will use organization-issued laptops, desktops, mobile devices for organizational activities and not for personal activities.
- I will keep my assigned laptop, desktop, mobile devices up-to-date with latest software and patches and secure configuration or will verify the group that is responsible for these updates are maintaining these devices, at least monthly.
- I will keep strong passwords in-place for all laptop, desktop, and mobile devices that are assigned to me.
- I will surrender my organization-issued laptop, desktop, or mobile devices immediately at the request of my supervisor, security, or Legal.
- I will physical lock my organization-issued laptop, desktop, and mobile devices using a cable tie-down, or safe when they are not in my possession.
- I will use a privacy screen on my organization-issued laptop and mobile device, if using the device in the presence of anyone that is not an employee, regardless of location.
- I will not plug in any accessories to my organization-issued laptop, desktop, or mobile device without prior written approval from security and appropriate technology support organization (e.g. "IT")
- I will not connect to any wireless (e.g. keyboard, Bluetooth, wifi, etc) networks and devices, without confirming with your technology and security team that the network/device is not malicious.
- I will use biometrics security features of the organization-issued devices where technically available.
- I will not install any software on my organization-issued laptops, desktop, or mobile devices without written approval from my supervisor, technology support team, and security.
- I will make sure all software and patches are up-to-date with the latest from the manufacturer for all laptops, desktops, and mobile devices under my management for my team.
- I will dispose of any organization-issued laptops, desktops, and mobile devices according to legal retention requirements, data protection requirements, and environmental standards, including confirming all data/information/software is wiped to NIST standards before physical disposing or recycling or donating the device.

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Signature Note: I am a huge fan of wet signatures on these types of documents for accountability and investigation reasons. So you can add the parts below to each rule/policy document or have a collective wet signature and references in the Security Agreement document, located on the same webpage you got this rule / policy from. Organizational preference.

Print Full Legal Name

(Blue Ink) full Legal Name Signature
Style of signature must closely match Driver's License

Date
