

# SECURING YOUR LAPTOP

---



What do you want to secure your laptop from?

---

- A) Theft
- B) Data Loss
- C) Viruses, Spyware, Malware

---

# Physical Security

# PHYSICAL SECURITY

---

- IN THE OFFICE
- TRAVELING
  - BY CAR
  - AT A HOTEL
  - AT THE AIRPORT

# GENERAL TIPS

---

- Assume no place is safe.
- Don't use the most common laptop carrying case.
- When you are not using your laptop it should be kept away
- Don't leave you laptop alone for a minute.
- Laptop should be tagged with an asset tag or tag with company, name and address if possible.
- Don't use the laptop in overcrowded places.
- Make sure you have your laptops model number and serial number written down in a safe place and is registered with the manufacturer

## PROTECTING LAPTOP AT THE OFFICE

---

- Use cable locks to secure the laptop down to a strong immovable object.



## PROTECTING LAPTOP AT THE OFFICE

---

- You can use those locks if your laptop has the Universal Security Slot (USS). Most laptops have this.
- Use a docking station.
- When you leave your office for any reason, lock the door behind you, even if it is for a minute.
- If you are leaving your laptop in your office overnight, lock it in a desk drawer.

# Protecting you laptop in your car

---

- Don't keep you laptop stored in the front or back seat of your car.
- Always store it in the a trunk of the car.
- Always put the laptop in the trunk before you leave for your destination and not after. Don't know who is watching.
- Always take the laptop in after reaching your final destination. Laptops in general can get damaged if stored in the car for long periods of time due to extreme heat or cold conditions.
- Cable locks also can be used as an extra precaution.

## Protecting the laptop at a Hotel

---

- Bring a cable lock with you to secure it down in your room.
- Lock the laptop in the hotel room safe if possible
- Don't leave the laptop in the room. Take it wherever you go

## Protecting your Laptop at the Airport

---

- Should always bring your laptop as a carryon item. Do not check in.
- Be aware of any distractions. Keep an eye on your laptop case or bag. There will be a few times along the way in the airport you will have to set the bag down below you (ex... checking in, security line, waiting area).

---

# DATA LOSS PREVENTION

## Data Loss Prevention

---

- Preventing data theft off your laptop is all about building layers of security.
- When getting a laptop you must choose an operating system that allows a secure logon. If you have a windows based laptop you will have Windows XP, Vista or soon with have Windows 7 which comes out next month. If you have a Mac you will probably have the Mac OS 10.5 operating system. Both allow for an authenticated logon.

## PASSWORDS AND ACCOUNTS ON LAPTOPS

---

- Create a BIOS password
- Use a strong password for your user accounts on the laptop. Do not use words you can find in the dictionary or use your pets name or any other name.
- Should rename the administrator account and disable it.
- Create two additional accounts one with limited privileges and another with administrative privileges.
- Some laptops have fingerprint readers. This can be setup to use your fingerprint to login to the laptop

# MORE DATA LOSS PROTECTION

---

- Encrypting your hard drive adds another layer of security to your laptop.
- It adds on another layer on top of your existing files system, so only anyone who knows the password will be able to access the computer.
- It also prevents someone from taking out the hard drive and putting it in another computer to access the data.

## BEST PRACTICES TO PREVENT DATA LOSS

---

- Protect your Password. **DO NOT WRITE IT ON A POST IT AND PASTE IT ON THE LAPTOP!!!!**
- Change your passwords frequently.
- Do not store critical or vital data on the laptop. Store it on an external hard drive or usb drive. Do not store this hard drive or usb drive in the same location as the laptop.

# DATA PROTECTION AND WIRELESS CONNECTIONS

---

- When looking for wireless connections, you don't want to just connect to any wireless you find.
- You want to make sure you have the following settings set in you pc

## Advanced



### Networks to access

- Any available network (access point preferred)
- Access point (infrastructure) networks only
- Computer-to-computer (ad hoc) networks only

Automatically connect to non-preferred networks

Close

- 
- To change these settings you must click start->setting->network connection->and right click on wireless connections
  - Then click on wireless connections->advanced button on bottom right

# VPN

---

- When you are traveling away and connecting to the internet it is a good idea to login to the Virtual Private Network(vpn) for gw.
- Advantages:
  - 1)able to access gw resources
  - 2) gives secure connection on data being passed

- 
- To login to the vpn:
  - Two ways:
    - 1) <https://vpn.gwu.edu>
    - 2) use vpn client on most gwu imaged laptops called GWBUSSnet
  - Use your gwu net id username and password to login

---

PROTECT YOUR LAPTOP FROM  
VIRUSES, SPYWARE AND MALWARE

## SOFTWARE PROTECTION

---

- Should have antivirus software on the laptop with updated definitions.
- Should have a firewall program on the laptop

# BEST PRACTICES AND PROCEDURES

---

- Login to your laptop with account that doesn't have administrator privileges. Use this as your main account. You only need administrator writes when you need to install software most of the time.
- Don't open emails from people you don't know.
- Stay away from unknown or nonconventional websites.

# OTHER PREVENTION TIPS

---

- Keep your computer software up to date.
- For windows pcs, the second Tuesday of every month is known as patch Tuesday. This is the day Microsoft releases any critical updates for its windows. These updates must be installed to protect your computer from any vulnerabilities in windows software. You can go to the website

<http://update.microsoft.com/microsoftupdate/v6/default.aspx?ln=en-us>

to manually run the updates.

- Have your antivirus software automatically check for updates daily.
- You should periodically check for updated software for quicktime, adobe products.
- For Macintosh computers you can click on the apple and click on software updates to check for updates on the computer. It will find any updates for the apple software as well as other apples supported software.

# FILE MANAGEMENT

---

- What is file management?
- It is about organization of information stored on your computer.
- You organized your information using
  - Drives
  - Folders
  - Files

# Why we need file management

---

- It improves the way you organize and store your information
- Three ways to good file management
- 1) Good Folder Structure
- 2) Name Files and Folders
- 3) Backup files

- Most common places to store your files and folders
- 

- 1) Desktop
- 2) My Documents
- 3) Network drives

# GWU RESOURCES

---

- <http://inside.gwumc.edu/cass/>
- <http://www.helpdesk.gwu.edu/>

---

ANY QUESTIONS?