



<b>POLICY TITLE: Issuance and Use of Laptops</b>		<b>PAGE 1 OF 4</b>
 	<b>CHILD AND FAMILY SERVICES AGENCY</b> <b>Approved by: <u>Heather D. Stowe</u></b> (for Interim Director Brenda Donald)  <b>Date: October 31, 2016</b>	<b>REVISION HISTORY:</b> November 17, 2010
<b>LATEST REVISION:</b> October 31, 2016	<b>EFFECTIVE DATE:</b> January 29, 2007	

<b>I. AUTHORITY</b>	<p>The Director of the Child and Family Services Agency (CFSA) adopts this policy to be consistent with the Agency’s mission and all applicable federal and District of Columbia laws and regulations, including § 1808(1)(2) of Chapter 18 of the DC Personnel Manual, the Office of the Chief Technology Officer (OCTO) Data Classification Policy 2010.1, Security Sensitivity Information Policy 2011.1, D.C. Official Code § 4-1303.06; the Health Insurance Portability and Accountability Act (HIPAA) of 1996 (Pub. L. No. 104-191, 110 Stat. 1936 (1996)) and its implementing regulations (45 C.F.R. Parts 160 and Subparts A and C of Part 164)(“HIPAA”). <b><i>This policy supersedes the Issuance and Use of Laptops Policy dated November 17, 2010.</i></b></p>
<b>II. APPLICABILITY</b>	<p>This policy, as described, applies to CFSA workforce members (individuals 18 years of age or older, full or part-time employees, contractors, volunteers, undergraduate interns, graduate interns, and externs) who are authorized to use CFSA equipment or facilities and have been provided with a user account to access CFSA resources.</p>
<b>III. RATIONALE</b>	<p>Laptops (including accessories) provided by CFSA are tools that enhance accessibility to key Agency resources and support the quality and efficiency of work performed. Information is a vital asset to CFSA and non-public information requires protection from unauthorized access, modification, disclosure, or destruction. CFSA is required by law to protect all information acquired by staff that identifies individual children reported as or found to be abused or neglected, including information about their families. To ensure acceptable care and use of laptops, a policy is required to establish clear requirements.</p>
<b>IV. POLICY</b>	<p>CFSA workforce members who are issued laptops shall be responsible for care, security, maintenance, and protection of confidential information.</p>
<b>V. CONTENTS</b>	<ul style="list-style-type: none"> <li><b>A.</b> Official Use of CFSA Laptops and Accessories</li> <li><b>B.</b> Guidelines for Laptop Usage</li> <li><b>C.</b> Laptop Issuance</li> <li><b>D.</b> Stolen, Lost, or Damaged Laptops</li> <li><b>E.</b> Replacement of Laptops and Accessories</li> <li><b>F.</b> Reimbursement Cost for Stolen, Lost, or Damaged Laptops due to Negligence</li> <li><b>G.</b> Data Sensitivity</li> </ul>
<b>VI. ATTACHMENTS</b>	<ul style="list-style-type: none"> <li><b>A.</b> CFSA Receipt for Laptop</li> </ul>

<p><b>VII. SECTIONS</b></p>	<p><b>Section A: Official Use of CFSA Laptops and Accessories</b></p> <p>CFSA laptops, including any software, data, and information contained therein, are the property of the District of Columbia government. CFSA laptops shall be used only for authorized purposes to carry out the mission and business requirements of the Agency.</p>
	<p><b>Section B: Guidelines for Laptop Usage</b></p> <p>Use of and work performed on CFSA laptops is to be conducted in accordance with the city-wide District of Columbia, Office of the Chief Technology Officer (OCTO) policies (Internet Access and Use Policy 2002.1, Email Use Policy 4040.1, and Password Management Policy PM-P101.02) and the District Personnel Manual, 1808 (the use of Government Property).</p> <ol style="list-style-type: none"> <li>1. Laptops shall be connected to their docking stations and locked whenever a workforce member is away from his or her work station.</li> <li>2. Laptops used outside a CFSA secured environment (e.g., in the community), are never to be left unattended.</li> <li>3. Encryption software is required for all CFSA issued laptops. Child Information Systems Administration (CISA) personnel shall approve and load all software onto CFSA laptops prior to issuance to authorized workforce members.</li> <li>4. Workforce members requiring additional software for their laptops must request approval and the assistance of the Agency Help Desk for installation.</li> </ol>
	<p><b>Section C: Laptop Issuance</b></p> <ol style="list-style-type: none"> <li>1. CISA will issue laptops to workforce members based on assigned duties. Before a laptop is issued, the workforce member must complete a CFSA Receipt of Laptop Form (<i>Attachment A</i>).</li> <li>2. Laptops shall be issued with accessories (e.g., docking station, lock with key, the owner’s manual, battery, charger, carrying bag or case) necessary for their use and maintenance.</li> <li>3. Workforce members are responsible for requesting laptop training by contacting the Help Desk.</li> <li>4. CISA technicians will demonstrate the correct procedure for locking laptops at a workstation.</li> <li>5. If a workforce member position of record and/or work station changes, he or she must notify CISA of the change.</li> <li>6. A workforce member who is departing employment with CFSA must return the laptop to CISA and complete a <a href="#">Clearance Checkout Form</a>, located in Human Resources Administration (HRA). CISA must notify HRA when laptops are not returned. The workforce member’s paycheck or leave benefits shall be withheld until the laptop is returned to CISA.</li> </ol>
	<p><b>Section D: Stolen, Lost, or Damaged Laptops</b></p> <p>Workforce members are responsible for the security of their laptops and</p>

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	<p>are expected to ensure that their CFSA-issued laptops are protected from environmental conditions, such as heat, rain, etc.</p> <ol style="list-style-type: none"> <li>1. If a laptop is stolen, lost or damaged, the assigned workforce member must notify his or her supervisor within one business day of the incident and file an <u>unusual incident report</u> with the CFSA’s Office of Risk Management (ORM) and Metropolitan Police Department (MPD). Note: A damaged laptop needs only to be reported to ORM.</li> <li>2. The supervisor shall immediately notify the Information Security Officer (ISO) and HIPAA Privacy Officer of the loss.</li> <li>3. An investigation shall be completed to determine how the laptop was stolen, lost, or damaged. The investigation shall be conducted by CFSA’s Investigation Committee (IC), which may include the ISO, HIPAA Privacy Officer, ORM, and CISA Supervisor for Inventory.</li> <li>4. The IC shall share its findings with HRA, which shall determine if negligence contributed to the theft, loss or damage.</li> <li>5. If the workforce member is found to be negligent, progressive disciplinary action shall be taken, including but not limited to termination.</li> </ol>
	<p><b>Section E: Replacement of Laptops and Accessories</b></p> <p>Replacement laptops will be issued by and at the discretion of CISA, following consultation and a determination by the IC absolving the staff member of liability for the loss. Replacement laptops shall be approved by the IT Infrastructure Supervisor or his or her designee.</p>
	<p><b>Section F: Reimbursement Cost for Stolen, Lost, or Damaged Laptops due to Negligence</b></p> <p>Workforce members who are responsible for laptop loss or damage due to their own negligence may be required to reimburse the Agency for its cost.</p> <ol style="list-style-type: none"> <li>1. CISA shall provide written notice to the HRA of the replacement cost. <i>Note: Replacement costs include accessories, software, and hardware.</i></li> <li>2. The replacement cost to the workforce member shall be calculated by comparing the cost of the model to be replaced to the last procurement of laptops by CFSA, not to exceed the purchase price.</li> <li>3. CFSA shall manage the purchase of replacement equipment. Workforce members may not purchase replacement equipment.</li> <li>4. Workforce member required to provide reimbursement shall have an opportunity to discuss the matter with HRA, which may exercise discretion regarding the amount of financial liability.</li> </ol>
	<p><b>Section G: Data Sensitivity</b></p> <p>A laptop’s portability increases risk regarding unauthorized disclosure of confidential information. DC OCTO’s Data Classification policy (2010.1) designates FACES.NET data sensitivity levels as HIGH (level 4).</p> <ol style="list-style-type: none"> <li>1. All information use and disclosures are based on a “need to know” basis. CFSA workforce members shall only access information that</li> </ol>

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	<p>they are specifically required to use in the performance of their duties.</p> <ol style="list-style-type: none"><li data-bbox="505 218 1495 323">2. CFSA workforce members shall not save confidential information on a laptop hard drive or any external storage device unless it is encrypted and password protected.</li><li data-bbox="505 333 1495 464">3. Workforce members who, based on the IC's findings, disclose or modify (within FACES.net) confidential data or information without CFSA's permission may be subject to employee disciplinary action, as well as civil and or criminal penalties.</li></ol>
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**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
Child and Family Services Agency



**RECEIPT FOR LAPTOP**

**Person to whom equipment is assigned:**  
**Name:** \_\_\_\_\_

**Administration:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Office/Cubicle #** \_\_\_\_\_

**Office Telephone #:** \_\_\_\_\_

**CONDITIONS OF ACCEPTANCE:**

The above equipment has been assigned to me as an employee of the Child and Family Services Agency (CFSA) only for official governmental use. I understand the use of this property for personal use is prohibited except in the event of an emergency. I understand that the equipment and any accessories must be returned to Child Information Systems Administration (CISA) upon request, resignation, or termination of employment. In the event the equipment is lost, damaged or stolen due to my own negligence I am responsible for all associated repair or replacement costs established by CISA and confirmed by CFSA's Human Resources Administration. I understand that continued excessive abuse of CFSA equipment may result in a fine, loss of privilege, or penalties in accordance with the District of Columbia Personnel Manual.

**EQUIPMENT / ACCESSORIES ISSUED:**

Status (√)	No.	Item Description	Purchase Cost	Serial Number of the Device
√	1	Dell E6400 Laptop Computer		
√	2	Laptop AC Adapter		
√	3	Laptop Power Cord		
√	4	Laptop Battery		
√	5	Leather Carrying Bag		
√	6	Port Replicator (Docking Station)		
√	7	Port Replicator AC Adapter		
√	8	Port Replicator Power Cord		
√	9	Dell Laser Mouse		
√	10	Kensington Security Cable/Key		
		<b>Laptop Service Tag #</b> _____		
		<b>Kensington Key/Lock #</b> _____		

Laptop Receipt - Updated 11/08/10

**My signature herein constitutes acceptance of the above terms and also acknowledges that I have read and understood the POLICY FOR THE ISSUANCE AND USE OF LAPTOP.**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initials of CISA Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

