



Title:	Cable Lock Policy
Effective Date:	11/20/2017
Last Revision Date:	
Cancellation:	
Office:	Facilities Management (FM)

Cable Lock Policy

PURPOSE

This policy is intended to ensure that College-owned laptops and projectors are secure, yet when necessary, cable locks can be opened to enable the laptops and/or projectors to be moved as required. This policy describes the distribution of cable locks to the “asset responsibility owners” (“owners”) of College-owned laptop computers and projectors. Furthermore, the information below provides the process by which a laptop or projector owner or user will contact either the Campus Property Control Manager (CPCM), Director of Information Technology, Network Engineer, or Director of Facilities to have a laptop cable lock opened if the key is lost or other issues arise which prevent him/her from opening the lock.

SCOPE

This policy covers all College-owned laptop computers and projectors and is intended for all Northshore Technical Community College (NTCC) faculty, staff, and students who have possession of a College-owned laptop computer.

POLICY & PROCEDURES

A. Existing Laptop Computer/Projector Owners

1. Each owner/user of a College-owned laptop computer or projector will be issued a cable locking device from the CPCM at no charge. To obtain a cable locking device for your laptop or projector, contact your CPCM and one will be provided to you following the completion of the Cable Lock Release Form # FM-001. It is the responsibility of each owner/user to secure his/her laptop and/or projector.
2. If laptop owners/users need assistance unlocking their cable locks, they should contact their CPCM, Director of IT, Network Engineer, or Director of Facilities.

B. New Laptop Computer/Projector Owners

1. Each new owner/user of a College-owned laptop computer and/or projector will be issued a cable lock with his/her new laptop computer and/or projector. Each owner/user is responsible for securing his/her laptop computer and/or projector.
2. Owners/users who have been issued a cable lock previously will be allowed to reuse their existing cable lock unless new security requirements mandate a change.



C. Securing Laptop Computer and/or Projector with a Cable Lock

1. If you have no area around your desk/working area that allows you to secure your computer and/or projector with a cable lock, please contact the Director of Facilities. If he/she is not available, please leave a message/email and then contact your CPCM.
2. On occasion it becomes necessary for the temporary removal of a laptop computer and/or projector from its normal domicile on campus, please refer to the Personal Assignment of NTCC Property Policy # FM-002 and complete the appropriate form.

D. When the Computer or Projector Cable Lock is Lost or Unavailable

1. Call or email the CPCM, Director of IT, or Network Engineer.
2. A new key/cable lock can be issued accordingly.

E. When a Laptop Computer and/or Projector is Lost or Stolen

1. Owner/User should *immediately* report lost laptop computers or projectors to their 1) supervisor, 2) CPCM, 3) Dean of Campus Administration, 4) Director of Facilities
2. Owner/User should *immediately* report stolen laptop computers or projectors in accordance with the College Misappropriation of Assets – Notification Policy FIN-017.

Policy Reference: [NTCC Misappropriation of Assets – Notification Policy No. FIN-017](#)
 [LCTCS Misappropriation of Assets - Notification Policy No.5.019](#)
 [LA Revised Statute 24:523](#)

Review Process:

X	Reviewing Council/Entity	Review Date	Approval Date	
X	College Leadership Team	11/20/2017	11/20/2017	
X	Director of IT	11/06/2017		
X	Director of Facilities	11/06/2017		

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