

# Laptop Security

Siena College ITS

www.siena.edu/technology

Siena College is concerned with keeping data secure. There are special problems with data kept on laptop computers; if the laptop is stolen or lost, sensitive information can get into the hands of outsiders. Siena is required by law to notify anyone whose personal information may have been compromised. In order to avoid that, there are some practices that are needed.

## Avoid downloading sensitive data.

This is the best preventive measure: if the data isn't on the computer, there's no security issue if it's lost. Some tips:

- **Don't download unless necessary.** Most Banner information can be read via any Internet connection. If you can reach the Internet, log on to Banner instead of downloading information, or save it in your "My Documents" folder on campus, which can also be reached via Internet using Web Folders.
- **Never download Social Security Information.** This is the biggest security problem if it gets into the wrong hands. There is no need for it now that we're using SienaIDs.
- **Only download information you need.** If you don't require a phone number or address, then don't download it.

## Delete sensitive data when you're done with it.

You can always download it again. And be sure to empty the Recycle Bin.

## Save files in "My Documents."

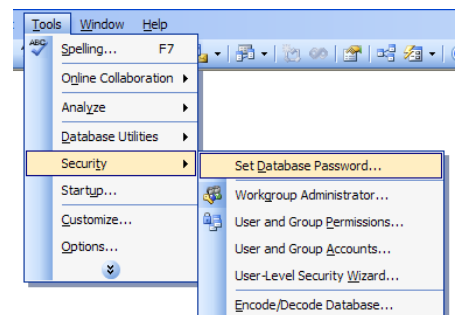
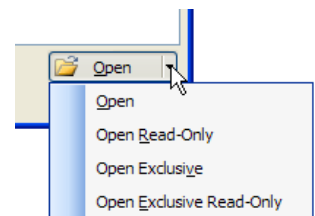
If you have a college-owned computer (one with a Siena Asset Tag), files saved in "My Documents" can only be accessed via password. Do not save sensitive files in other locations.

## Password protect sensitive documents.

This is especially important to do if you are using your own computer (one that does not require a Sienaservices login to use) and you have not set it up to require a password to log in.

## Microsoft Access

- Download the file onto your computer
- Start Access.
- Click on "Open."
- Find the file and click on it. Do not open the file at this point; if you do, close it and try again.
- To the right of the "Open" button is a triangle. Click on that to get the menu.
- Click on "Open Exclusive" and open the file
- Click on "Tools"
- Click on "Security"
- Click on "Set Database Password"
- Enter the password twice where indicated and press OK.



**If your computer is lost or stolen, contact Campus Security as soon as possible.**



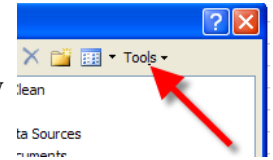
Siena College ITS

515 Loudon Rd.  
Loudonville, NY 12211

518-785-6000

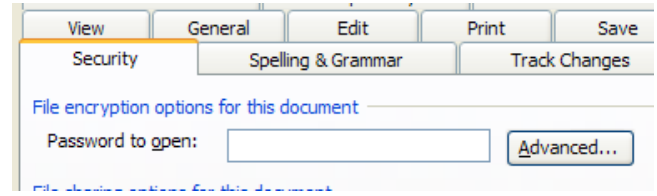
## Microsoft Excel

- Click on “Save As”
- Click on “Tools” at the upper right of the “Save as” window
- From the menu, select “General Options”
- Type the password. You only need to type it once.
- Click OK.



## Microsoft Word

- Open the Word file
- Click on “Tools”
- Click on “Options”
- Click on the “Security” tab
- Enter the password where indicated.
- Click OK



## Protect your Passwords

Never write down passwords, and make sure they aren't listed anywhere on your computer.

## Encrypt a Folder

Windows XP allows you to encrypt folders so that only you can see information. This is useful, but access is tied to the user's password. If you don't require a login password (on personally owned computers), the encrypted folder can still be read by anyone who logs in as you. On Siena-owned computers, a password is already required to access the folder; encryption gives a additional protection for files not under “My Documents.”

There is also freeware that can be used to encrypt a file. If you're interested, contact ITS.

## Get a Laptop Lock

These are available from any computer dealer; they consist of a cable that attaches to the computer and which can be wrapped around a solid object. It will prevent theft.

## Don't Check your Laptop on your Flight

If you're bringing a laptop with you, don't check it with luggage. Keep it with you as carry-on.

But nothing is perfect:

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**If your computer is lost or stolen, contact  
Campus Security as soon as possible.**

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Do not keep this a secret; Siena may be required by law to notify those whose data was compromised, and the longer it takes to make that determination, the bigger the problem in the long run.

## Important note!

There is no way to fully secure any computer. Given time and access, a dedicated hacker can access anything on any computer. However, these practices make it harder, and will prevent the casual user from seeing any sensitive information. In addition, the security gives more time to send out an alert so those who might have information compromised will be able to take steps to protect themselves.