
- 5.4. When working at home or at other locations outside the office, a laptop or home computer should be logged off and shut down when not in use.
- 5.5. Do not share a laptop that is used for work purposes with other individuals, such as family members or friends.

6. Wireless Technology

- 6.1. Employees should protect the privacy and confidentiality of personal information stored on wireless devices such as personal digital assistants and cell phones. Access to such devices should be password-controlled, and any stored data should be encrypted.
- 6.2. To prevent loss or theft, a wireless device should be kept under the constant control of the employee while in transit. Never leave a wireless device unattended in a car. Pr

