

## CONNECTIONS Security Awareness Message – April 2011

### Use of Laptops and Encryption

All laptops used in the field must be encrypted in order to protect confidential data that may be contained on them.

- Each user is responsible to verify the Encryption Status of the laptop they are using.
- In order to verify the encryption on a laptop the user simply needs to look for the encryption ICON in the system tray area (next to where the clock is located) at the bottom right of the screen.
- The McAfee ICON looks like small picture of a monitor. Details can be retrieved for McAfee Encryption by right Clicking the ICON (step 1) and then click status (step 2).
- The Pointsec ICON is a white “P.” If you place the mouse over the ICON it will display Pointsec. Details can be retrieved by right clicking the ICON and then click Information.
- Should you encounter an issue where a laptop is not encrypted or you are not sure if the laptop is encrypted, it should immediately be brought to the attention of your LAN Administrator for corrective action.

**Reminder:** Each user is responsible to make sure that they connect their laptop to the network for 30 minutes each month in order for the laptop to receive updates and patches, and remain on the network. Your attention to this important function assists the agency in keeping data safe while continuing to provide ease of use services to its customers. If you have any questions, please contact your LAN Administrator.

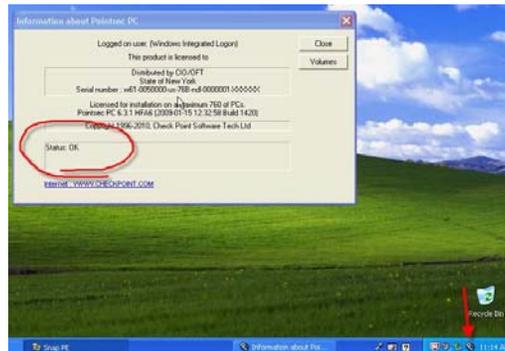
Location of encryption icon for McAfee or PointSec:



McAfee



Pointsec



**Please note:** If you are using any mobile device that cannot be encrypted, such as an Alpha Smart or Quick Pad, it should never contain any identifying information, such as name or address. Case number can be used to identify the case or family. In addition, the data on the device should be deleted on a regular basis.

If your agency has any OCFS mobile devices that cannot be encrypted that are no longer being used, contact your LAN administrator for him or her to arrange for their return to OCFS.