

EMU Laptop Best Practices

Data Storage

IS encourages all users to store their files on the network file servers. Data stored on the network is regularly backed up and is protected from unauthorized access. Network file access is available for users to access their network files from any computer with an internet connection, see [VPN](#).

Faculty and staff desiring the convenience of cloud services are strongly encouraged to use EMU's Google Drive and Google Team Drives. Users must not store confidential data in personal cloud storage services (Dropbox, Personal Google Drive Account, iCloud, etc) or on personal devices. See page 11 of the [IS Policy Manual](#) for more information about what constitutes confidential data, and to read about the risks and consequences of storing confidential data on personal cloud storage, or on personal devices.

Data Backups

IS does not recommend storing data locally on your laptop whenever possible, as this data is vulnerable to total loss in the event of a hardware failure or loss of the laptop.

If a user must store data locally on their laptop, IS recommends that the data be backed up whenever possible to an EMU network drive or an EMU Google Drive account.

Security

Because laptop computers are intended to be portable, they are more fragile than desktop units and thus more susceptible to damage. Additionally, because laptops are designed as a unit, a single defective part can render the entire laptop unusable--you can't simply replace a power, network or audio connector if they are damaged, it typically requires replacing the entire motherboard.

- Use caution when eating or drinking near the laptop.
- Use the case for carrying the laptop. Carrying cases are designed to absorb shocks and when you drop the laptop any padding helps.
- The EMU employee should be the exclusive user of the laptop. It is not a replacement for a home computer.
- When traveling, protect your laptop from theft. Lock your car doors, hide the computer case under a seat or in the trunk. Keep the case strap wrapped around your leg.