

# International Travel Laptop Loaner Program

To reduce data insecurity and identity theft risks associated with international travel, the University offers loaner laptops to employees traveling abroad. Traveling with a loaner laptop ensures that employees will have the applications and information they need, while minimizing cybersecurity risks.

**Eligibility:** Current faculty, staff, and student employees.

**Rate:** There is no cost to borrow a laptop. However, travelers are responsible for any damage or loss to the laptop.

**Request a device:** We highly recommend requesting a device as soon as you know your travel schedule, and at least two weeks prior to your departure.

Complete the [Travel Laptop Loaner Form](#). All questions should be directed to Academic Computing by emailing [helpdesk@southalabama.edu](mailto:helpdesk@southalabama.edu). Academic Computing will contact you to let you know where and when you can pick up the device. You will need to provide University identification when picking up the laptop.

**Devices:** HP ProBook Laptop

**Accessories:** Carry case, International universal power adapter, charging cable.

**Software:** The laptops have been configured to provide access to email, Internet, and select software while staying compliant with U.S. export control regulations and University security policies. They are configured to balance security / Fed.)-761.1e(e / 64).28-553)-Secret w 21 (c)9.oin-43vsecap)op.(a)-3u g-0c 0w 3Td g-0c 05 w 11

- Microsoft Office
- Google Chrome, Firefox, and Microsoft Edge browsers.
- Adobe Reader
- Cisco AMP Antivirus/Antimalware
- Select utility software (e.g., VPN software)

Do not install any software on loaned devices that is not needed to conduct University business.

**Availability:** Laptops are provided on a first come, first serve basis. Laptops are not available for extended travel, sabbaticals, or as departmental replacements. It is advised to reserve a laptop at least two weeks before departure.

**Sensitive data:** In order to comply with the University's security policy, as well as with Federal export and privacy laws, travelers should not copy or download any sensitive data or information onto the hard drive on a loaner computer. Sensitive data includes, but is not limited to, research data, University business information, and personally identifiable information of University employees. If a traveler must bring sensitive information abroad, an encrypted USB flash drive must be used.

**Upon return:** Devices must be returned within one week of your return. For security reasons, laptops will be wiped, reformatted, and reimaged immediately upon return. Travelers are responsible for transferring all data to their own computer or storage device before returning the laptop. Any data left on a loaner laptop will be destroyed and will not be retrievable. Academic Computing is not responsible for lost data.