## INTERNATIONAL TRAVEL LOANER LAPTOP PROGRAM

International travel poses security risks to research data stored on computers and mobile devices. To mitigate these risks, Emory University has established the International Travel Loaner Devices Program, which provides loaner laptops for travelers giving priority for travel to high-risk destinations.

Laptops are available to Executive Technology Services supported staff conducting Emory University-sponsored international travel. Repair or replacement costs for lost or damaged laptops are the traveler's department's responsibility.

**High-Risk Destinations**

Limited availability under the program, with preference for travel to high-risk destinations of Cuba, Iraq, North Korea, Syria, and regions in Ukraine under Russian control (Crimea, Luhansk and Donetsk), as well as any destination on the State Department Travel Advisory website listed as a level 3 or 4 travel advisory.

**Devices**

Windows 365 is a cloud-based service that provides a secure and convenient way to access a Windows desktop from any device. This makes it an ideal solution for our international travel loaner laptop program, as it allows users to access their work environment and data without the need to transfer files or install software. Windows 365 also provides robust security features, including multi-factor authentication, data encryption, and regular security updates, ensuring that sensitive information remains protected even when accessed from a loaner laptop.

- Dell Chromebook (Windows 365) – 14 inch
- Dell Latitude (Windows 365) - 14 inch

**Software**

- Microsoft Windows 365
- Browsers – Firefox/Chrome/Edge/Safari
- Microsoft Office 365
- Microsoft OneDrive (needed for file access)
- Adobe Acrobat Reader
- OIT CrowdStrike Antivirus
- Microsoft Intune System Management
- OIT Tenable Spyware
- Duo
- Zoom
- VPN Access to Emory resources that are not available on the public internet
- USB Ports will be deactivated

Travelers will not be able to modify device settings or install new apps. Devices are configured to provide access to email, the internet, and select software only. Loaner devices are not intended to replace daily-use devices.

**Availability**

- Loaner devices are highly recommended for international travel and are available on a first-come, first-served basis with priority given for travel to high-risk destinations.
- Devices can be reserved up to 10 business days before departure but no less than 3 business days before pickup date.
- Traveler should contact Emory's Export Control Office exportcontrol@emory.edu at least two days in advance of travel for export controls briefing and the possible need for export documentation.

**Sensitive Data Notice**

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.

Submit a Request to Executive Technology Services  - Please have the following information ready when you make a request:

- Destination Country
- Departure Date
- Return Date
- If Computer is required and type
- Best contact number

**Terms and Conditions**

1. Loaned devices are property of Emory University and are provided at no charge. Other costs, such as data charges, international voice, text messaging, and lost, stolen or damaged devices, are the responsibility of the borrower and their department. If a loaned device item is damaged, contact the 24/7 IT University Service Desk at 404-727-7777.
2. Do not store data on any loaned devices.
3. Borrowers should always keep the device(s) in their possession. If a loaned device is lost or stolen, report it to campus police at 404-727-6111 and then contact the 24/7 IT University Service Desk at 404-727-7777.
4. Loan requests cannot be approved if the international travel itinerary includes a destination that is identified as a state sponsor of terrorism or is listed as an embargoed actor by the U.S. Department of State. These countries include Cuba, Iran, North Korea, and Syria.

5. Trade restrictions have been placed on some countries, for example Myanmar (Burma), China, Israel, Kazakhstan, Russia, Saudi Arabia and Ukraine. Devices loaned for international travel to such countries must be accompanied by documentation indicating compliance with trade restrictions. Further information about restricted countries is available by contacting Emory Research Compliance and Regulatory Affairs (RCRA) at researchsecurity@emory.edu.
6. All loaned devices must be returned within 5 business days of returning to the United States.
7. After you return from your trip, do not connect a loaned device to any Emory wired or wireless network. Executive Technology Services will wipe and reload the device when it is returned. Executive Technology Services is not responsible for any lost data.
8. The borrower must change their Emory password upon returning to the University.
9. The same rules and guidelines that govern use of devices at Emory apply to the use of devices loaned for international travel.
10. Violations of the terms outlined above will result in appropriate disciplinary action, which may include loss of loaner device privileges, computing privileges, suspension, termination, or expulsion from the University, and legal action.
11. Violations of any international, federal, state, or local law concerning the unauthorized access or use of loaned University devices and computing services will result in the appropriate disciplinary action up to and including termination from the University.