
University College Cork

Guidelines for Portable Devices

Version 1



Information for university staff regarding the use of portable devices such as USB drives, phones and other portable devices.

Document Location

<http://www.ucc.ie/en/it-policies/guidelines>

Revision History

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Version Number/Revision Number	Revision Date	Summary of Changes

Consultation History

Revision Number	Consultation Date	Names of Parties in Consultation	Summary of Changes

Approval

This document requires the following approvals:

Name	Title	Date

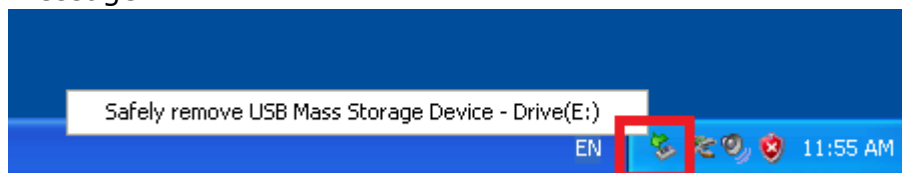
Do's and Don'ts for Portable Devices

Portable devices such as USB memory sticks, phones, cameras, MP3 players, CDs and DVDs are now seen as common place and used by the UCC community every day. While these devices are very convenient and easy to use it is prudent to remember that they are not exempt from picking up computer viruses or malware, they can and do get lost and have a relatively high failure rate. USB memory sticks are the major source of the infections detected in UCC at the moment.

Below you will find some sensible do's and don'ts that will protect not only your computer but your data as well.

Do the following

- Purchase and use USB memory sticks that have a read only feature/switch - if available.
 - Some USB sticks will have a switch on the side
- Disable autorun - especially on your home machine - [click here for Microsofts instructions](#)
 - Autorun is already disabled for computers managed by the Computer Centre
- Keep your anti virus up to date and make sure real time protection is always enabled
- Check for malware regularly, scan for root kits, spyware and viruses.
- Maintain a backup of the data
- Put a label with a contact number on the device that can be called if it is mislaid
- Safely remove the device when finished
 - Click on the icon shown
 - Select safely remove
 - The device can now be removed from the system barring any error message



Do not do the following

- Connect a portable device to a computer you do not trust, if you do don't re-connect it to your own computer
- Connect a portable device you do not trust to your own computer

- Store any private data on to a portable device that will be connected to another computer or that could be lost
- Put confidential data on a portable device with out encrypting it

Be aware of your responsibility to protect UCC confidential information and, under data protection regulations, to protect personal and sensitive data.

<http://secretary.ucc.ie/dataprotection/index.asp>

