

# Policy: User Data Protection for Shared Devices

## Drexel University Libraries

1. **Limited Access and Usage:** Alumni laptops are designated for temporary and limited use only, primarily for library database access but can include web browsing, checking emails, and/or basic document editing. Users are not allowed to download or install any software or applications. Usage time limits may be imposed to prevent prolonged access and minimize the risk of data exposure.
2. **User Accounts:** Public laptops are implemented with a guest user account option via **Group Policy** or **User and Groups**, which resets all data and settings upon logout or reboot. User accounts have restricted access rights, preventing users from accessing or modifying system settings and files.
3. **User Education:** Service staff will provide education to users on the proper usage of shared devices and the risks associated with storing sensitive data on them. Users will confirm consent and agree to waiver and release of liability with acceptance of laptop.
4. **Browser Privacy:** Shared devices have **Private browsing mode** enabled by default when opening Chrome. Regularly clear browser history, cache, and cookies upon user logout or reboot.
5. **Network Security:** *DragonFly3* is the University's preferred wireless network. It offers the best security and performance.
6. **User Reminders:** Display reminders on the laptop screens and physical surroundings, informing users about data protection practices, including not saving sensitive information on shared devices.
7. **Regular Maintenance and Monitoring:** Perform regular maintenance checks to ensure devices are in proper working condition. Monitor usage and address any suspicious activities. Ensure that the user is logged out and data is wiped.
8. **Privacy Policy:** Users need to be vigilant and exercise caution while using shared devices, avoiding the storage of sensitive information whenever possible. Drexel is committed to proactively removing data and responding promptly to information requests. However, since a shared account is used for Alumni users, the security of information stored on shared devices cannot be guaranteed if the account is not logged out of.

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