Visitor Laptop Policies

This is a reminder that the *Acceptable Information Technology Use Policy for Non-Employees* requires all computers connected to the Garden's data network to have up-to-date computer virus protection. This particularly applies to visitor laptop computers.

Garden staff must notify all visitors whom they may sponsor and who intend to use a personal laptop at the Garden that they must contact IT to have their laptop checked for anti-virus protection. They only need to call PC Help at extension 895 and ask for a "visitor laptop check."

IT will also assist visitors to determine if there is an “active or live” network connection in the area where they need to work and to provide a network cable if needed. *Please do not allow visitors to disconnect network cables from Garden computers.*

Following these policies is important for everyone. Just one infected laptop could disrupt our entire network. We have implemented anti-virus programs that stand guard around the clock and we use an automated updating system to keep all of the Garden’s computers protected against the latest threats. But, this protection depends upon all of the computers being plugged into the network. If a computer is disconnected, it cannot be fully protected. So, please ensure that visitors are not disconnecting Garden computers in your area.

Since visitors do not get our email, we are asking everybody for their help to inform visitors of our policies.

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