UTSA
The University of Texas at San Antonio
University Technology Solutions

UTSA Research Loaner Laptop Program for International Travel

Taking mobile devices on your travels involves several dangers, such as the potential loss of the device or exposure to malicious hacking, which can happen anywhere. If your device is lost, it can lead to data loss and unauthorized access to your personal or professional accounts. Furthermore, a lost device could serve as an entry point into UTSA university systems if it ends up in the wrong hands. This can expose sensitive university information (like restricted, classified, or controlled-unclassified data) and increase the risk of malware infecting your device.

The risk of malware infection is particularly high when traveling outside the US, especially in countries where the government controls the Internet. Using your work laptop abroad significantly increases the chances of data and identity theft.

The Loaner Laptop Program for International Travel, sponsored by the Office of Research Integrity in collaboration with University Technology Solutions, offers loaner laptops for use to individuals traveling abroad. This program helps mitigate security risks while allowing use of some software applications.

Laptops are available only to UTSA faculty and staff for the purpose of conducting University business and program activities during international travel.

The program has a limited number of Windows OS based laptops and charging cables, and these are available on a first-come, first-served basis.

Loaner laptops are available at no cost; however, if the equipment is lost, stolen, or damaged, the borrower and their department will be responsible for the expenses.

Effective November 19, 2024, Governor Abbott's Executive Order (GA-48) banned all business-related travel to countries on the U.S. Department of Commerce's foreign adversaries list. Therefore, all employees (faculty, staff, and graduate assistants) are prohibited from traveling to these "countries of concern" for UT business related purposes. At this time, the "countries of concern" are identified as China (including Hong Kong), Russia, Iran, North Korea, Cuba and Venezuela.

Note: The designation as a "county of concern" is subject to change at the discretion of the United States Federal Government.

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All employees traveling for personal reasons to countries of concern **may not** take a university issued computer. Loaner computers may be available on a resource available basis for travel less than 30 days.

Note: Restricted Data (i.e., Export Controlled, ITAR, CUI and Proprietary Data) should not be exported or taken outside of the United States without coordination and approval from the Office of Research Integrity – Export Control. Contact Export@utsa.edu if you are unsure of whether the data can be taken outside of the United States and for further guidance.

Software Installed

Microsoft Office O365
Adobe Creative Cloud Application Manager
Microsoft Edge (Windows)
Mozilla Firefox
Google Chrome
VLC Media Player
Microsoft Security Suite
UTSA Virtual Private Network client (Palo Alto Global Connect)

Requests to install specialized software or applications that are available through the University will be considered and reviewed by the Office of Research Integrity and UTS. However, UTS will only install software or applications on a device if the licensing agreement includes international use rights.

Request a Loaner Laptop

Laptops are available on a first-come, first-served basis. Submitting a request does not guarantee that a device will be available.

You must submit the Request no later than [10] **business days** prior to your departure date. This is required to ensure that a device is available and its services can be successfully provisioned prior to your departure.

Note: The Office of Research Integrity may be unable to accommodate your request due to laptop availability. Laptops are not available for extended travel, sabbaticals, or as departmental replacements.

Submit your request to: The Office of Research Integrity at UTSAIntegrity@utsa.edu

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You will receive an email from the Office of Research Integrity regarding your request within 2 business days. If your reservation has been approved, instructions will be included outlining the process. You (traveler) are the only person allowed to pick-up the laptop and you must have university identification in order to take possession of the equipment.

Sensitive Data

To comply with the University's security policy, travelers shall not copy or download any sensitive data or information onto the internal storage of a loaner laptop.

Note: Because encryption products can be used for illegal purposes many countries may ban or severely regulate the import and export of encryption products. The import of your laptop with encryption software to certain countries could violate the import regulations of the country to which you are traveling, and could result in your laptop being confiscated, fines, or in other penalties.

Protect the Laptop and Information while Traveling Abroad

The guidelines and recommendations listed below outline and define steps you can take to protect yourself, your information, and your loaner laptop.

- When not in use, shut down the laptop completely. Do not using sleep mode.
- Minimize the data contained on the device.
- Assume that anything you do on the laptop, particularly over the Internet, will be intercepted. In some cases, encrypted data may be decrypted.
- Do not assume they will be safe in your hotel room or in a hotel safe. Reporting a Lost, Stolen, Confiscated, or Maliciously Destroyed Loaner Laptop In the event of a lost, stolen, confiscated, or maliciously destroyed loaner laptop, IMMEDIATELY notify the following individuals:
- For security reasons, laptops will be wiped, reformatted, and reimaged immediately upon return.
- Upon returning to the United States, it is recommended you change your UTSA passphrase as a precaution. **DO NOT USE THE LOANER LAPTOP TO CHANGE YOUR PASSWORD.**