

Procedures Relating to Loaner Electronic Devices for College-Related Travel to Elevated-Risk Destinations Covered by OFAC Sanctions

Purpose:

In accordance with Babson College's Policy on International Travel and the Use of Electronic Devices Abroad (the "Policy"), Babson faculty, staff, students, and others engaged in International Travel on College business are prohibited from taking Electronic Devices owned or provided by the College to any Elevated-Risk Destination covered by an [OFAC sanction, restriction or embargo](#) (collectively, "OFAC Sanctions").

Once International Travel to an Elevated-Risk Destination covered by OFAC Sanctions has been approved via the [petition process](#), International Travelers who need to travel with an Electronic Device are required to obtain a loaner Electronic Device from the IT Service Center and leave all other College-owned or provided devices, technology and data in the U.S. while traveling. International Travelers are responsible for reviewing the [OFAC website](#) to obtain the most current information regarding applicable OFAC Sanctions. In the past, countries covered by OFAC Sanctions have included Syria, Iran, North Korea, Cuba, and Sudan.

Definitions:

All capitalized terms in these Procedures have the same meaning as defined in the Policy.

Process:

The process to request a loaner Electronic Device is as follows:

- Email support@babson.edu at least two weeks prior to your travel date and request a loaner Electronic Device. Loaner devices are provided on a first-come, first-served basis. Please include the following:
 - Dates of International Travel (both departure and return)
 - Date loaner device will be returned to IT (not more than 5 business days from date of return)
 - Location(s) of travel to or through Elevated-Risk Destinations (including airports, railway stations, etc.)
 - Copy of the approved petition authorizing International Travel to Elevated-Risk Destination(s)
 - Acknowledgment that the International Traveler will not:
 - connect to any Babson system during or after travel to any Elevated-Risk Destination covered by OFAC Sanctions;
 - modify system settings on any loaner device; or
 - install additional software on any loaner device

Loaner Electronic Device will:

- Have basic Office 365 /OneDrive and Webex pre-installed, but no other software applications.
- Have CrowdStrike / Carbon Black installed, allowing for heuristic monitoring of application behavior on the device.
- Have ESET EndPoint anti-virus installed, for the general health protection of the device.
- Have Computrace enabled on the device, allowing for remote wiping of data by IT Service Center staff should the device be lost or stolen while traveling.

Loaner Electronic Device will NOT:

- Have Microsoft BitLocker drive encryption software enabled.
- Be bound to the Babson domain, or have an account tied to any current Babson username / password credentials. Instead, a generic local administrator account will be set on the device. International Travelers will be instructed on how to set up a local account password and / or set a fingerprint login for the device prior to your departure from the IT Service Center.

Loaner Electronic Device MUST:

- Be returned to the IT Service Center within 5 business days of return from International Travel.
- Not be connected to any Babson system during or after travel to an Elevated-Risk Destination covered by OFAC Sanctions.

Recommended Best Practices for International Travelers:

- Store data in the cloud that requires secure authentication to access, rather than on the loaner device's local hard drive. In other words, International Travelers should not load or store any files or data on the Electronic Device itself.
- Remain vigilant and aware of your surroundings to prevent unauthorized access including over-the-shoulder password capture, and never leave the loaner device unattended.
- Change your Babson password using a different computer upon you return to the United States via <http://hub.babson.edu> to prevent compromise of your account.
- Contact the IT Service Center immediately in cases of loss or theft.

Questions and Additional Information:

Email support@babson.edu or call the IT Service Center at 781-239-4357 with questions or to obtain additional information regarding loaner Electronic Devices and travel to Elevated-Risk Destinations.

Requests for loaner Electronic Devices may be shared with the Compliance Office for review.