内部资料 注意保管

**涉密便携式计算机**

**使用记录本**

**设备编号：**

**密 级：**

**信息中心**

**涉密便携式计算机使用注意事项**

1. 遵照“一事一借，一事一批”的原则，加强涉密便携机和移动存储介质的借用管理，严格审批手续。当次任务完成后，应立即归还，不得私自保管和长期留用，不得转借其他单位和个人。
2. 涉密便携机或移动存储介质中只能存储与当次任务有关的涉密信息，携带外出时存储的涉密信息必须经过审批。
3. 禁止将涉密便携机的开机密码（BIOS密码），操作系统登陆密码和PIN秘密（USBKEY密码）等粘贴到便携机上。
4. 禁止研究生借用、外出携带涉密便携机或涉密移动存储介质。
5. 非涉密人员因申请项目需要使用涉密便携机时，应主动提前告知并接受必要的保密教育。
6. 外出出差应乘坐正规交通工具并索要发票，确保涉密便携机，移动存储介质随身携带或控制在视线范围内，途中切实做到“密不离身”。
7. 到达出差地点后，要注意住处的安全，确保涉密便携机和移动存储介质安全可控。
8. 涉密便携机归还前，使用人必须完成数据删除工作，归还时配合管理员一同进行保密检查，并签字确认。
9. 使用人在借用过程中如果出现违规操作行为，应立即主动报告保密办，写清楚误操作原因，留下记录。不主动报告而经检查发现违规者，参考《合肥研究院保密责任考核与奖惩管理规定》执行。

**涉密便携式计算机使用记录填写说明**

设备外出使用期间，应对设备的开、关机时间、外部设备（打印机、投影仪）接入、读取的文件信息，输入输出情况等进行详细记录。具体要求如下：

1. 设备开、关机记录：应详细记录设备的开、关机事由等信息。
2. 外接设备记录：注意接入外部投影仪时，确认投影仪的密级，**严禁接入具有蓝牙、无线传输功能的投影仪。**
3. 读取文件记录：记录读取文件的时间、介质类型、文件名称、密级等信息。
4. 刻盘、打印输出记录：应记录输出文件的用途和去向，详细填写输出文件的名称、密级等信息。**刻录的光盘上至少标注日期、时间、刻录人、密级等信息。**
5. 设备归还检查记录：申请人归还设备前应清除使用的文件，归还时由设备管理人员进行检查，双方签字确认。

联系人： 保密办: 朱卉乔 18655117234

信息中心：王卫东 13956933021

涉密便携式计算机使用记录表

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| 使用日期 | | | | 年 月 日 ------- 年 月 日 | | | | | | | | 使用人 | | | |  |
| 使用功能 | | | | □涉密优盘读取 □光盘读取 □光盘刻录 □文件打印 | | | | | | | | 手机号码 | | | |  |
| 设备开关机记录 | | | | | | | | | | | | | | | | |
| 日期 | | | 开机时间 | | | | | 操作事项 | | | | 关机时间 | | | | 使用人 |
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| 外接设备记录 | | | | | | | | | | | | | | | | |
| 日期 | 接入时间 | | | | | | 设备名称 | | | | 设备编号 | | 设备密级 | | 使用人 | |
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| 读取文件记录 | | | | | | | | | | | | | | | | |
| 日期 | | 读取时间 | | | | 介质类型 | | | 文件名称 | | | | 文件密级 | | 使用人 | |
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| 日期 | | | 读取时间 | | | | 介质类型 | | | 文件名称 | | | | 文件密级 | | 使用人 |
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| 刻盘输出记录 | | | | | | | | | | | | | | | | |
| 日期 | 时间 | | | | 用途/去向 | | | | | 文件名称 | | | | 密级 | | 刻盘人 |
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| 打印输出记录 | | | | | | | | | | | | | | | | |
| 日期 | 时间 | | | | 用途去向 | | | | | 文件名称 | | | | 密级 | | 打印人 |
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| 设备归还检查记录 | 是否有违规设备外接：□是 □否 是否有违规介质使用：□是 □否 | | | | | | | | | | | | | | | |
| 是否进行信息清除： □是 □否 | | | | | | | | | | | | | | | |
| 使用人： 检查人： 年 月 日 | | | | | | | | | | | | | | | |