

Policy Type: Administrative

Applies to: Faculty, Staff, Student Employees, Students, and Volunteers

POLICY DATES

Issued: June 2013

Revised: May 2019

Edited by Tina Stuchell:

Reviewed: March 2020

The purpose of this policy is to govern the use and liability of laptops, tablets, cameras and any other such portable equipment.

Definitions

Term	Definition
Portable equipment	Laptops, tablets, cameras, etc.

Policy Details

The purpose of this policy is to govern the use and liability of laptops, tablets, cameras and any other such portable equipment will further be referred to as "portable equipment" made available to current university members. This policy should be read and thoroughly understood prior to acquiring and using portable equipment. All portable equipment is governed by this policy including those made available as primary workstations, checked out through the Office of Information Technology, those within a departmental office and those purchased through grant dollars for specific projects.

This policy is applicable to all current University staff, faculty, students, interns, guests and administrators. Portable equipment may be used for the following purposes. This includes but is not limited to:

- Using the laptop or device as the primary workstation computer in one's office on campus.
- Using portable equipment on a university trip, such as to a conference, workshop, etc.
- Using the portable equipment to make a presentation on or off campus.
- Using the portable equipment for any other work-related or educational task.
- The portable equipment is owned by the university, is for university use only and may not be used for personal projects or entertainment.

All users must agree to full liability if equipment is stolen, lost, destroyed or not returned. All faculty and staff must give permission for payroll deduction as a means of assessing losses or fines, if not paid for out of pocket.

PROCEDURE

USER RESPONSIBILITIES

- The equipment may not be transported as checked luggage on public transportation (airplanes, trains, and buses). The borrower will always carry the equipment with them.
- Carrying cases and laptop should be labeled accordingly so in the event of a loss the equipment might be returned.
- Special care should be taken with the security of the portable equipment. Equipment may not be left unattended in public areas.
- Do not store portable equipment in a locked car or car trunk, as severe temperature may damage it.

Portable Equipment Usage and Liability Policy

TEC 10.0

Office of Information Technology

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- Stolen portable equipment is to be reported to the appropriate authorities and Information Technology [330-829-8726 from off campus] as quickly as possible.
- The employee or loaner of equipment is expected to understand how to use the equipment. Training can be scheduled with the Office of Information Technology.
- The employee or loaner of equipment may not use additional peripherals without the approval of the Information Technology Department.
- The employee or loaner of equipment should not alter any system software or hardware configuration unless instructed to do so by someone from IT.
- Additional application software should not be loaded onto the laptop unless approved by IT.
- The employee or loaner of equipment is responsible to make sure that the virus protection updates, operating system updates and virus scans are performed.
- The employee or loaner of equipment should not give their portable equipment to anyone else for use. Doing so will be considered misuse of the equipment.
- The employee or loaner of equipment is prohibited from downloading, storing or recording of data confidential data, which if lost or stolen could be used for ID theft. Please refer to the Information Security, Technology Resources Acceptable Use, Mobile Device and Data Incident response policies. The borrower/user is responsible for the University of Mount Union data security of information stored on the device.
- The employee or loaner of equipment should safeguard the device and data by ensuring the portable equipment is “locked” or employee is logged off when not in use.
- Upon resignation the portable equipment, all peripherals and case need to be immediately returned to the IT Helpdesk.
- Employees who have taken administrative leave must have prior approval from IT, HR and their immediate supervisor before taking a laptop while on leave.
- Faculty members who will be on sabbatical must have approval from IT and VP or Academic Affairs office before taking laptop with them on sabbatical.

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- Below is the Portable Equipment Usage and Liability Form to be signed by employees and students (handed out by IT Helpdesk) who use portable equipment.

UNIVERSITY OF MOUNT UNION

Portable Equipment Usage and Liability Policy Form

Information Technology

Full Name: _____
(Last) (First) (MI)

ID#: _____ **Equipment Received:** _____

Liability Statement:

“I agree to pay all costs associated with damage to the portable equipment or its associated peripheral equipment. I also agree to pay for replacement cost of the equipment should it be lost or stolen

My signature below indicates my agreement with the above liability statement

X _____ **Date:** _____

Information Technology Use Only

Date portable equipment was issued _____

Date portable equipment was returned _____

IT Staff Signature: _____

Responsibilities

Position or Office	Responsibilities
Information Technology	

Contacts

Subject	Office	Telephone	E-mail/URL
Executive Director of IT & CIO or Director of IT for Operations	Information Technology	(330) 823-2844	IT@mountunion.edu

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History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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