

Portable Equipment Usage and Liability Policy TEC 10.0

Office of Information Technology

Policy Type: Administrative

Applies to: Faculty, staff, student employees, students, and volunteers

POLICY DATES

Issued: June 2013

Revised:

Edited:

Reviewed: 2018

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

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Definitions

Term	Definition

Policy Details

PROCEDURE

Issued: June 2013

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PART I. PURPOSE

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 IT department, those within a departmental office and those purchased through grant dollars for specific projects.

PART II. APPLICABILITY

1. SCOPE

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

- Using the laptop 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 task.
- The portable equipment is owned by the university, is for university use only and may not be used for personal projects or entertainment.

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2. ELIGIBILITY

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

PART III. PROCEDURES AND REGULATIONS

1. USER RESPONSIBILITIES

The equipment may not be transported as checked luggage on public transportation (airplanes, trains, and buses). The borrower will carry the equipment with them at all times.

- 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.
- 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 is expected to understand how to use the equipment. Training can be scheduled with the Information Technology Department with advance notice.
- The employee may not use additional peripherals without the approval of the Information Technology Department.
- The employee should not alter any system software or hardware configuration unless instructed to do so by someone from the Information Technology Department.
Additional application software should not be loaded onto the laptop unless approved by the Information Technology Department.
- The employee is responsible to make sure that the virus protection updates, operating system updates and virus scans are performed.
- The employee should not give their portable equipment to anyone else for use. Doing so will be considered misuse of the equipment.
- The employee 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 Data Protection Guidelines for additional information. The borrower is responsible for the University of Mount Union data security of information stored on the device.
- The employee should safe guard 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 department.
- Employees who have taken administrative leave must have prior approval from the IT Department, HR and their immediate supervisor before taking a laptop while on leave.
- Faculty members who will be on sabbatical must have approval from the IT Department and the Academic Affairs office before taking laptop with them on sabbatical.

3. USER LIABILITIES

- Employees are responsible for full replacement cost of the portable equipment including any peripherals if lost or stolen outside of employee's office.
- Employees are responsible for full repair or replacement cost if the portable equipment or any peripherals are damaged or made inoperable by misuse or neglect, including spilled food or drink.
- Replacement cost maybe processed through payroll deduction when necessary.
- Borrowers may be held liable if equipment is lost or stolen and University of Mount Union data is stolen or compromised.
- Failure to follow this policy and these procedures may result in loss of computer privileges.
- The employee is responsible for any claims processed through their individual insurance policies.
- Failure to return the portable equipment or pay for damages may result in legal action.

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UNIVERSITY OF MOUNT UNION

Information Technology

Laptop Liability Policy

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:** _____

Note: Laptop use is limited to current University of Mount Union faculty and staff.

IT Department Use Only

Date portable equipment was issued _____

Date portable equipment was returned _____

IT Staff Signature: _____

Responsibilities

Position or Office	Responsibilities
Information Technology	

Resources

Contacts

Subject	Office	Telephone	E-mail/URL
Director of IT	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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