

Belmont Abbey Laptop Policy

I. Overview

This Belmont Abbey College Laptop Computer Policy is a supplement to the Belmont Abbey College Computer and Network User Policy. The Belmont Abbey College Laptop Computer Policy and Belmont Abbey College Computer and Network policies apply to the use of all college owned laptop computers inside and outside the college premises.

The Belmont Abbey College IT Department is committed to providing an appropriate computer system for each fulltime faculty and staff member. Employees with computer needs are given only one computer for their use, and either a laptop computer or desktop computer may be offered. A laptop is issued to individuals requiring a laptop to execute their responsibilities. Issuance must be approved first by IT, then the Divisional VP and the VP for Administration and Finance.

A laptop is a tool intended for use for college-related business as a productivity tool, a curriculum tool, and as a tool for research and communication. It is not intended as a replacement for any computers that may be owned personally. Use of the laptop for personal purposes should be within the standards of good judgment and common sense, in compliance with the College's published policies on acceptable use, and as required through the terms and conditions of applicable software license agreements.

II. Process

Upon computer replacement or for new position hires, an employee will be given the choice of a laptop or desktop computer. Because of the additional costs and shorter lifespan of laptops, not all employees will be offered an additional monitor, keyboard, and mouse. All computer equipment and software orders must be processed through Information Technology.

1. The laptop is selected and configured by Information Technology to meet current standards.
2. Ownership of the laptop computer will reside with the College and must be returned when employment ends or with changes in College positions.
3. Information Technology's support of college-owned laptops will be equivalent to that provided for college-owned desktop computers. Direct support will only be provided while laptops are on campus.

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III. Responsibility

It is the faculty/staff member's responsibility to take appropriate precautions to prevent damage to or loss/theft of your laptop computer. Employees shall exercise appropriate professional judgment and common sense when using the College's laptop computers.

All laptops and related equipment and accessories are college property and are provided to employees for college-related business. As a condition of their use of the college's laptop computers, employees must comply with and agree to all of the following:

1. Prior to being issued one of the College's laptop computers, employees will sign the Laptop Acceptance Form and agree to all outlined policies.
2. Employees should NOT attempt to install software or hardware or change the system configuration including network settings without prior consultation with IT.
3. Employees are expected to protect College laptops from damage and theft.
4. Employees will not be held responsible for computer problems resulting from regular college-related use; however, Employees will be held personally responsible for any problems caused by their negligence. The employee will pay any and all replacement costs.
5. Employees will provide access to any laptop computer, equipment, and/or accessories they have been assigned upon the College's request.
6. Do not place drinks or food in close proximity to your laptop.
7. Extreme temperatures or sudden changes in temperature can damage a laptop. You should NOT leave a laptop in an unattended vehicle.
8. When using the laptop, keep it on a flat, solid surface so that air can circulate through it. Using the laptop while it is directly on a bed, for example, can cause damage to the computer due to overheating.
9. ALWAYS keep your laptop plugged into the supplied surge protector when it is plugged in or charging.

IV. Theft

If the laptop is lost or stolen you must report it to Campus Safety and Police immediately. For theft or loss off campus, you should also report to local police as well. Your police report should include the serial number for the lost computer. You must send a copy of the police report to Information Technology within 48 hours of the discovery of the loss. IT will make every effort to secure your data (when possible) and accounts.

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How to Avoid Laptop Computer Theft

Due to size and portability, laptop computers are especially vulnerable to theft. Employees should follow the rules set out below. An employee will be held personally responsible for any college owned laptop computers, equipment, and/or accessories that are stolen during the time they have been assigned to that staff member. Below are some tips on how to protect your laptop from being stolen.

1. Do not leave a laptop in an unlocked vehicle, even if the vehicle is in your driveway or garage. Never leave it in plain sight. If you must leave your laptop in a vehicle, the best place is in a locked trunk. If you do not have a trunk, cover it and lock the doors.
2. Be aware of the damage extreme temperature can cause to computers.
3. Carry your laptop in a nondescript carrying case or bag when traveling.
4. Do not leave a meeting or conference room without your laptop—take it with you.
5. Never check a laptop as luggage at the airport.
6. Lock the laptop in your office during off-hours or in a locked cabinet or desk when possible.

V. Upgrades and Troubleshooting

When a laptop requires a hardware upgrade (e.g., memory, peripheral, or hard disk) or software installation, or has problems that cannot be resolved over the telephone, the computer will need to be brought to campus for hardware service, software installation, or problem diagnosis.

VI. Software Licensing

The laptop will be configured with a standard suite of programs that are appropriate for the type of computer you received based upon the campus software standards. It is also possible that the College, based upon your professional needs or the requirements of the laptop, will provide other applications to you. Periodically, the College changes software agreements; when software agreements change, you must bring the laptop in for update.

The College has policies for appropriate use of software; computer users are not provided local administrative rights. You will not be able to upload applications or updates. Whenever possible, your laptop will be configured for automatic updates via the network; however, all applications cannot be supported in this manner.

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VII. Off-Campus Internet Access

Information Technology will neither provide Internet access to you from off campus nor configure your laptop to work with your ISP. Although Information Technology may offer some tips or advice about best practices for off-campus use, it will be up to you and your ISP to make remote connections work.

VIII. Backup

You are responsible for maintaining an appropriate backup of your laptop, especially of the work-related documents and data files you create that are not restored when reinstalling the operating system and programs. It would be prudent to establish a process of copying the data files you use on the laptop to your “J” network drive storage area as an added precaution against data loss. All items on the network drive are backed up nightly by Information Technology.

IX. Virus, Hacking, and Security Protection

Information Technology has installed True Crypt on laptop computers to protect data. Users must take responsibility for ensuring that security updates take place on laptops in their care. Most updates are performed in the early hours of the work week. It is recommended that on a bi-monthly basis you plug your laptop into a College network jack and keep it connected to the network overnight. ***To ensure that virus protection and other security patches are current, laptop users are required to make an appointment with Information Technology Help Desk once per quarter for maintenance.*** Information Technology will make every effort to return your laptop the same day as the appointment.

We recommend that if you use unsecured WiFi off-campus to protect your computer by following these suggestions:

1. Don't use public Hotspots for sensitive tasks
2. Remove all sensitive data off laptop
3. Keep the laptop patched and Windows firewall on
4. Disable File print sharing
5. Make your files and folders private
6. Use ON screen keyboard for typing in passwords
7. Encrypt data with encryption software identified by the College (such as True Crypt)

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Note:

Keep the above copy of “Belmont Abbey College Laptop Policy” as a reference.

Please get authorization signatures and return signed page to the office that provided you this paperwork.

Instructions:

By affixing my signature below, I am acknowledging that I have read and understand the Belmont Abbey College Laptop Policy. I understand that access to the computer network at Belmont Abbey College is a privilege and if I fail to adhere to the regulations contained in the Policy, my computer privileges may be revoked.

Print Name

Office

Signature

Date

By affixing my signature below, I am acknowledging that this individual requires a laptop to execute their job responsibilities.

Divisional VP

Date

VP of Administration and Finance

Date