Blue Mountain Community College
Administrative Procedure

Procedure Title: Laptop Policy
Procedure Number: 04-2008-0002
Board Policy Reference: IV.A.

Accountable Administrator: VP, Operations
Position responsible for updating: IT Systems Manager
Original Date: December 5, 2008
Date Approved by Cabinet: 02-03-09
Authorizing Signature: _Signed original on file_
Dated: 02-03-09
Date Posted on Web: 02-03-09
Revised:
Reviewed:

Purpose:

This statement establishes a foundation for asset control and security management of laptop computers at Blue Mountain Community College.

Guideline:

Laptop Policy
I. Eligibility

For various reasons, including budgetary ones, it is not possible for the College to provide laptops to all employees who might benefit from them. Employees not assigned a laptop but needing one for temporary work may check a laptop out of the BMCC library.

In general, laptops will be distributed among users in the following priority groups:

A. Lifecycle Replacements

Laptops identified for upgrading by the Department of Information Technology will be replaced first.

B. Faculty

Only full-time, permanent members of the College community are eligible for consideration for laptops. Efforts will be made to allocate laptops to users based upon job responsibilities and need.

In general, the following groups of faculty will be considered first:

1. Online faculty

Faculty who regularly teach two or more online courses each quarter.

2. Web-enhanced classes

Faculty who regularly teach 50% or more of their course load either as web-enhanced, hybrid, or online.

3. Faculty teaching computer intensive courses or those who heavily utilize computers in the teaching of their classes

Desktops are generally more powerful than laptops, and so a laptop may not provide instructors with the computing power necessary for course preparation.

C. Staff

Management team members will identify any key staff who are to be considered for a laptop.

II. General Guidelines

The guidelines for distribution and use of laptops are:

A. Desktop Use

In general, users must choose either a laptop or a desktop. Laptops will be equipped with a docking station or port replicator such that they may be connected to a full size monitor, keyboard, and other peripherals. Faculty or staff who are assigned a laptop in lieu of a desktop as their primary work station will be required to keep them on campus while at work.

Because of the need for specialized equipment or software, laptops may not be cost effective for some users. In these instances, users will continue to be assigned desktops.

B. Business Use Only

College owned laptops are public property with associated license requirements and may be used for college related activities only.

C. Software

To the extent possible, BMCC will install the same software on laptops as installed on College desktops. Course specific software will be evaluated on a case-by-case basis, and may need departmental approval. BMCC will only install supported software, and no unlicensed software will be installed under any conditions.

D. Acceptable Use

The use of laptops, including off-campus use, is strictly regulated by the College's Use of Electronic Information Resources administrative procedure.

E. Equipment Return

Laptops must be returned to BMCC if requested or if employment ends. No laptop will be upgraded or replaced unless the original equipment is returned in proper working order.

III. Policy Concerning Loss, Theft, or Damage

Users are expected to take precautions to ensure that laptops are not stolen, lost, or damaged. If laptops are lost, stolen, or otherwise damaged such that they cannot be restored to normal working order, the employee may be responsible for the prorated cost of the laptop (first year: 100%; second year, 75%; third year, 50%; fourth year, 25%). In case of loss, the user must file an incident report, and, in the case of theft, the user must also provide copies of both the police and insurance reports to the College's Department of Human Resources. Users are encouraged to check their home and auto insurance policies regarding coverage. The College will evaluate the circumstances of the theft or loss to determine if reimbursement should be waived.

In general, lost, stolen, or damaged laptops will be replaced with desktops from the pool of available cascaded computers. These computers will subsequently be upgraded according to the college's lifecycle refresh plan for desktops. At that time, users may be eligible for consideration for a laptop.

Regardless of either theft or loss, users will contact Information Technology immediately. Assigned users will have their network passwords reset, and a review of the type of information stored on the missing laptop will be conducted to determine if any FERPA liability risk may exist.

IV. Virus, Hacking, and Security Protection

To ensure that virus protection and other security patches are current, laptops should be docked and connected to the College's network over night at least once every two weeks. Users who are off-campus for more than two weeks must contact the Help Desk before docking and reconnecting their laptops to the College network. In the case of a significant security alert, users may be contacted by e-mail and/or voicemail, to bring in their laptops to the helpdesk to ensure proper security is enabled on the laptop. Further, in the case of a low security threat level, BMCC may choose to waive or extend the two week requirement.

Once a year in March, laptops will be provided to the Help Desk for software and inventory updates.

V. Support

BMCC 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, and laptops requiring support must be docked.

Users will need their own ISP accounts if they wish to connect to the Internet from home, and may install any drivers or other software required by their ISP for remote connectivity. Specific questions regarding connecting remotely must be referred to the users' ISPs.

Because laptops are provided for college-related work, no personal software may be installed.

VI. Acknowledgment

My signature is acknowledgment and acceptance of the below listed BMCC equipment and of this policy and its requirements.

Make _____

Model_____

Serial Number _____

Date Returned_____   Helpdesk Tech Initials_____

Print Name_____

Signed_____

Date_____