

EMPLOYEE LAPTOP USE – PROCUREMENT GUIDELINES AND PROCEDURES

General Statement:

College of the Atlantic may purchase laptops for employees in lieu of a desktop computer, following the regular replacement cycle for COA computers and if the employee agrees to follow all usage policies associated with the laptop.

Introduction and Background Information:

College of the Atlantic may consider purchasing laptops for employees under the following conditions:

1. The laptop is considered a complete system purchased only in place of an office desktop computer.
2. If a new employee requests a laptop instead of a desktop as the primary computer for office work, the Dean/Director must approve the purchase the initial computer and may be asked to provide funding.
3. Employee laptops will be replaced under the same replacement cycle as desktop computers.
4. The laptop and all accessories are COA property and must be treated as such.

Responsibilities:

The program/department:

- Must pay any amount over that of the standard desktop replacement purchase price
- May choose to buy accessories (e.g., wireless keyboard, docking station) at their own expense
- Must pay for the entire laptop if stolen/damaged, or the deductible if insured (subject to the limitations described below) if the laptop is to be replaced with a new one.

Employees must:

- Secure any confidential and institutional data according to FERPA, HIPAA, PCI standards and COA policies
- Bear any cost for transport or damage while transporting the laptop to and from campus
- Bring the laptop to the IT Help Desk if broken or other servicing is required
- Return the laptop and all other COA property upon separation from the College
- Return the laptop when a new computer replaces the prior laptop
- Back up (save) all data regularly to the COA network
- Run security patches and virus updates on their laptops
- Bring the laptop to the IT Help Desk for an annual checkup
- Review and follow COA IT Acceptable Use Agreement

Employees must NOT:

- Load software unrelated to professional work without contacting IT for approval
- Allow anyone else to use the laptop

Information Technology (IT) is responsible for:

- Selecting the laptop model and warranty program based on the employee's needs
- Purchasing the laptop with the manufacturer maximum warranty (3 or 5 years depending on the manufacturers)
- Configuring the laptop for office use
- Re-imaging the disk as needed
- Handling the servicing of the laptop, including initial diagnostic, as well as shipping it back to manufacturer for repairs

Information Technology (IT) is NOT responsible for:

- Assisting with home internet connectivity
- Data loss, including loss after a system update
- Any costs associated with the laptop after purchase (e.g., upgrades, additional software)

Limitations:

Laptop computers are more susceptible to theft than desktop computers. Because of this, employees who elect to have a laptop are expected to take particular care to ensure the security of that equipment.

In the event of a missing laptop (theft or otherwise), the employee must notify Campus Safety (if the laptop was stolen from a campus location) and/or local law enforcement. In turn Campus Safety will inform Information Technology to take appropriate actions. Should confidential and institutional human subject data be stored in the laptop, the employee must directly alert Information Technology to take immediate action to inform those being affected.

Consequences of Violating Policy:

Violation of the laptop policy may result in removal of rights to use laptop.

COA Employee Laptop Use/ Procurement Request Form

To obtain a laptop instead of a desktop computer as the primary computer for office work, all requesters must agree with the following service terms and conditions.

1. The laptop and all accessories are COA property and must be treated as such
2. The employee laptop user must:
 - a. secure any sensitive data according to FERPA, HIPPA, PCI standards and COA policies
 - b. bear any cost for transport or damage while transporting the laptop to and from the COA campus
 - c. bring the laptop to the IT Helpdesk if broken or other servicing is required
 - d. return the laptop and all other COA property when appointment is terminated
 - e. return the laptop when a new laptop replaces the prior laptop
 - f. run security patches and virus updates on their laptops
 - g. back up (save) all data regularly to the COA network
 - h. bring the laptop to the IT Helpdesk for annual checkup (allow a minimum of two business days)
3. The employee laptop user must NOT:
 - a. load software unrelated to professional work without prior approval from IT
 - b. allow anyone else to use the laptop
 - c. use the laptop for personal business
4. IT is responsible for:
 - a. selecting the laptop model and warranty program based on employee needs
 - b. purchasing the laptop and warranty
 - c. configuring the laptop for office use
 - d. re-imaging the disk as needed
 - e. handling the servicing of the laptop, including initial diagnostics as well as shipping laptop to the manufacturer for repairs
5. IT is NOT responsible for:
 - a. assisting with home internet connectivity
 - b. data loss, including loss after a system update
 - c. any costs associated with the laptop after purchase (e.g. upgrades and additional software)

Should you have any questions, please contact IT. If you agree to the above services terms and conditions, please sign and return this form to IT (pmitchell@coa.edu).

I agree to the service terms and conditions outlined above. Please provide me with administrative rights to my office computer.

Signature: _____

Department: _____

Printed Name: _____

Date: _____