



OHIO DOMINICAN UNIVERSITY LAPTOP USAGE POLICY

PART I. PURPOSE

Laptop computers provide important functionality for specific purposes, allowing Ohio Dominican University faculty and staff to have a computing resource at hand in meetings/classes, enabling those who travel on University business to be maximally functional and productive while away, and those who occasionally work at home to eliminate duplication of resources, files, etc. Along with the privilege of using University owned laptop computers comes additional responsibility to safeguard them from potential theft or damage. If a laptop is stolen or lost there are additional security implications for any data that might have been stored on that laptop as well. This policy addresses actions that must be taken in order to minimize the risk of the theft of University-owned laptops and the associated costs to the University Community.

All University-owned laptops are governed by this policy including systems made available as primary workstations, checked out through the IS department, assigned within a departmental office, or purchased through grant dollars for specific projects. The purpose of this policy is to govern the use and liability of University-owned laptop equipment. This policy should be read and thoroughly understood prior to acquiring and using laptop equipment.

PART II. SCOPE

This policy is applicable to all current University staff, faculty, or administrators, and students who are using laptops loaned to them by a University department. University-owned laptops are for university use only and may not be used for personal projects or entertainment. University-owned laptops may be used for the following work-related purposes, including but not limited to:

- Using the laptop as the primary workstation computer on campus.
- Using the laptop on a university trip, such as to a conference, workshop, etc.
- Using the laptop to make a presentation on or off campus.
- Using the laptop for any other work related task.

PART III. LIABILITY

- All users are personally responsible for the security and safety of their assigned laptop and will be fully liable if stolen, lost, destroyed or not returned.
- All users will be required to reimburse the University for the full replacement cost of the laptop if it is stolen, lost, destroyed or not returned. The replacement cost will be determined by the Information Services Department at the time of the loss. Payments will be made directly to the University and may be by personal check or credit card.
- Laptops stolen or destroyed while on University property will be covered by the University insurance policy unless the user has not taken due diligence to follow the recommendations for physical protection and reasonable care of the unit, or has not followed the procedure for reporting the loss.
- All users are personally responsible for full repair or replacement cost if the laptop is damaged or made inoperable by misuse or neglect.
- Departments that have loaned departmental laptops to students or student organizations for use will be liable for the replacement cost of the unit should it become stolen, lost, or damaged while in the students possession, or is or not returned.
- Failure to follow this policy and these procedures may result in loss of computer privileges and/or other disciplinary actions.



OHIO DOMINICAN UNIVERSITY LAPTOP USAGE POLICY

- Failure to return the laptop or pay for loss or damages may result in legal action.

PART IV. USER RESPONSIBILITIES

1. PHYSICAL PROTECTION AND REASONABLE CARE

- Each user of a University-owned laptop is responsible for the security of that laptop, regardless of whether the laptop is used in the office, at one's place of residence, or in any other location such as a hotel, conference room, car or airport. Users are expected to provide reasonable care and effort to protect the laptop.
- The equipment may not be transported as checked luggage on public transportation (airplanes, trains, and buses). The user will keep the equipment in their possession at all times while traveling.
- Carrying cases and laptops should be labeled accordingly so in the event of a loss the equipment might be returned. All laptops must have a University-provided STOP tag and warning label installed on the top of the unit.
- Special care should be taken with the security of the laptop. Equipment must not be left unattended in public areas. Do not leave your office unlocked, even for a brief time, if your laptop is not secured in the office.
- Do not store laptops in a locked car or car trunk, as severe temperatures may damage it, and the car may be broken into if the laptop can be seen.

2. DATA SECURITY

- Do not download, store or record data that includes any personally identifiable information such as: student/faculty/staff/alumni/vendor Name, Address, SSN, account number, credit card number, etc. which if lost or stolen could be used for Identity theft. The user is responsible for the security of all ODU data stored on, or carried with, the laptop.
- The user is responsible to make sure that virus protection updates, operating system updates and virus scans are performed regularly.
- Do not alter any system software or hardware configuration unless instructed to do so by someone from the Information Services Department.
- Additional application software should not be loaded onto the laptop unless approved by the Information Services Department.
- Safe guard the device and data by ensuring the laptop is "locked" or the user is logged off when not in use.

3. INVENTORY TRACKING

- Upon resignation, the laptop, all peripherals, and carrying case need to be returned to the Computer Helpdesk in the IS department on the last day of work.
- Do not give the laptop to anyone else for use. Doing so will be considered misuse of the equipment.
- Employees who have taken administrative leave must have prior approval from the IS 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 IS Department and the Vice President of Academic Affairs or President before taking laptop with them on sabbatical.



OHIO DOMINICAN UNIVERSITY LAPTOP USAGE POLICY

4. LOSS REPORTING

- Report a theft immediately to the appropriate local law enforcement authority (Campus Security on campus) and Information Services (Computer Helpdesk 614.253.3633, or 888.251.0773 when out of the local area) as soon as the theft has been noticed. Provide IS with a copy of the police report.



OHIO DOMINICAN UNIVERSITY LAPTOP USAGE POLICY

Laptop Usage Policy Acknowledgement

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

Phone Number: _____

Equipment Received (Make/Model): _____

ODU Asset Tag #: _____

Liability Statement:

“I agree to pay all costs associated with damage to the laptop 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

Signed: _____ **Date:** _____

Note: Laptop use is limited to current ODU faculty and staff for work-related purposes only, and to students who have been authorized by a Department Director or Vice President for use in support of the Department.

IS Department Use Only

Date Laptop issued: _____

Date Laptop returned: _____

IS Staff Signature: _____