



Policy & Procedures

Assignment of University-owned Personal Computers & Peripherals to University Employees

Issued by: Department of Information Technology

Effective: May 2003

Applies to: All members of the University community who are assigned a personal computer and/or computer peripherals

Table of Contents

| | |
|--|---|
| Purpose..... | 1 |
| Definitions..... | 1 |
| Policy | 1 |
| Key Performance Indicators (KPIs)..... | 2 |
| Procedures..... | 2 |
| Contact | 2 |
| Related Documents | 2 |
| Forms | 3 |
| Related Links | 3 |

Purpose

The assignment of University-owned personal computers to University employees shall be governed by this policy.

Definitions

Computers – Any type of computing device, including small format, mobile devices (e.g. Desktop PC (Intel or Mac), Laptop PC, Netbook, and tablet).

Peripherals – Any type of hardware that attaches to the computer (e.g. printer, monitor, keyboard, mouse, USB hard-drive, scanner, camera, etc.).

Policy

Personal computers, with appropriate peripherals, shall be assigned to faculty and staff who require them for use in their offices. Additional personal computers and appropriate peripherals may be assigned to faculty and staff for use in their residences when it is necessary for the employees to do University business at home on a regular basis. These computers shall be tagged and inventoried prior to removal from campus.

Personal computers and appropriate peripherals may be removed from the employee’s office and brought to the employee’s residence with the written approval of the employee’s dean or director. This

may occur when the employee wishes to do University business at times when he or she is not normally on campus. When an employee brings University-owned equipment to his or her residence, he or she is responsible for reimbursing the University for the cost of the equipment should it be stolen or damaged.

In using University-supplied software, employees must be aware of and adhere to all site-licensing and copyright requirements. Failure to adhere to such requirements may result in removal of the employee's computer and/or other disciplinary action.

Using a University-owned computer for any illegal activity may result in removal of the computer and/or other disciplinary action.

Formal acknowledgement of this policy is required before distribution of equipment.

Key Performance Indicators (KPIs)

The following success of the policy will be assessed annually using the following quantifiable measures:

- Computers are tagged and inventoried prior to distribution and installation.
- Completed and signed Computer Equipment Assignment Form for every person assigned a personal computer and/or computing equipment.
- Copies of licenses for all software installed on the assigned personal computer.

Procedures

All recipients of university computers and computer equipment must acknowledge this policy by signing the Computer Equipment Assignment Form.

Contact

This policy is managed by:

University Title: Associate VP for Information Technology
Location: Rossey Hall, Room 58
Telephone: (201) 200-3350
Email: it@njcu.edu

Related Documents

- Copyrighted Software Policy
- Desktop Security Guidelines
- Internet Access Policy
- Downloads and Executables Policy
- NetStorage Guidelines
- P2P Policy
- Responsible Use of Computing Resources
- Software Installation Procedures
- Telecommuting Policy
- Remote Access Policy

Forms

- Computer Equipment Assignment Form

Related Links

- NJ State: Assignment of State-Owned Personal Computers to State Employees
<http://www.state.nj.us/infobank/circular/cir9815b.htm>.