

AP 5053 Electronic Devices**OVERVIEW**

Southwestern Oregon Community College is committed to providing students, faculty, and staff with an appropriate electronic device at the discretion of the College. This procedure addresses the need of individual staff members to have a desktop computer and/or a laptop computer.

APPROVAL

All requests for faculty and staff must be approved by the Division Dean/Supervisor or by an Executive Team member. All approved requests for electronic devices are submitted through the Service Desk. If a desktop or laptop is being purchased as part of the replacement plan, the Integrated Technology Services (ITS) will cover the cost; otherwise, the requesting department is responsible for the entire cost.

RESPONSIBILITY

- It is the responsibility of faculty/staff to take appropriate precautions to prevent damage to or loss/theft of electronic devices in their care. The faculty/staff or department may be responsible for certain costs to repair or replace the computer if the damage or loss is due to negligence or intentional misconduct.
- Electronic devices will be secured with encryption prior to obtaining access to the device as needed to protect sensitive information.
- It is the responsibility of the faculty/staff to keep a copy of their data files. It would be prudent to establish a process of copying the data files you use on the electronic device to your One Drive storage area as an added precaution against data loss.
- Sensitive information such as Social Security numbers, credit card information, names, and student IDs are prohibited. Electronic devices are only accessible to College staff.
- Faculty/staff will be notified by ITS to bring their electronic device to ITS quarterly for security scans and any additional maintenance including hardware upgrade (e.g., memory, peripheral, or hard disk), software installation, etc.

THEFT OR LOSS

If the electronic device is lost or stolen it must be reported to Campus Security, the ITS Department, and the jurisdictional local law enforcement where the theft took place immediately. If off campus, a copy of the police report or the case number must be sent to the ITS Department within 48 hours. Failure to secure and submit a police report may result in personal liability for replacement cost.

Created/Approved: April 1, 2009

Reviewed March 14, 2013 (Formerly Admin. Policy 4.014)

Adopted: January 5, 2022 (Retired/rescinds APP 5053 Notebook Computers)