
NOTEBOOK COMPUTERS

OVERVIEW

Southwestern Oregon Community College is committed to providing an appropriate office desktop computer system for each fulltime faculty and staff member. This procedure addresses the need of some staff members to have a notebook computer instead of a desktop computer.

APPROVAL

All requests for faculty notebooks must be approved by the Vice President of Instruction. All requests for administrative staff notebooks must be approved by the Vice President of Administrative services. Approved notebook requests will be forwarded with funding information to the Executive Director of Integrated Technology. If a notebook is being purchased as part of the replacement plan, costs above the standard College allocation for a similar desktop will be paid by the requesting department; otherwise, the department bears the entire cost.

Computers are currently maintained on a four-year replacement cycle—regardless of the funding source. Southwestern Oregon Community College may upgrade operating systems and/or application software during that period. Faculty/staff may not be able to benefit from these upgrades due to hardware limitations as the notebook ages. Technology support of College-owned notebooks will be equivalent to that provided for College-owned desktop computers.

RESPONSIBILITY

- It is the responsibility of faculty/staff to take appropriate precautions to prevent damage to or loss/theft of notebook computers 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.
- 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 notebook to your central data storage area as an added precaution against data loss.
- Faculty/staff are responsible for keeping antivirus and operating systems up-to-date.
- Social Security numbers, credit card information, names, and student IDs are prohibited from being stored on the notebook unless authorized by the Vice President of Administrative Services or the Vice President of Instruction. If FERPA, HIPAA, or financial information has to be stored on the notebook hard drive, the notebook must be encrypted.
- Notebooks will be provisioned with anti-theft cable locks. Family members are not permitted to use the College-issued notebook.
- Faculty/staff will bring the notebook to Integrated Technology Services (ITS) twice a year for security scans and any additional maintenance the notebook may need.

THEFT OR LOSS

If the notebook is lost or stolen, it must be reported to Public Safety immediately. If the theft or loss does not occur on campus, it should also be reported to local police as well. The police report should include the serial number of the lost computer. A copy of the police report must be sent to Integrated Technology Services within 48 hours of the discovery of the loss. Failure to secure and submit a police report may result in personal liability for replacement cost.

UPGRADES AND TROUBLESHOOTING

Should a notebook require hardware upgrade (e.g., memory, peripheral, or hard disk), software installation, or have problems that cannot be resolved over the telephone, the computer will need to be brought to campus for hardware service, software installation, or problem diagnosis.

SOFTWARE LICENSING

The notebook will be configured with a standard suite of programs that are appropriate for the type of computer. It is also possible that other applications will be provided to you by the College based upon your professional needs or the requirements of the notebook. College procedures for appropriate use of software, including the requirement to demonstrate legal licensure of a program before it can be installed on a College-owned computer, will be applied. Faculty/staff are given administrative rights to the College-owned computers they use, whether the computer is a desktop or a notebook, based on need. Software for personal use may not be loaded on College-owned computers.

OFF CAMPUS INTERNET ACCESS

Feel free to use your notebook to connect to the Internet from locations other than campus, such as through an Internet service provider (ISP) at your home. Your notebook will typically be configured with a modem, and both wireless and wired Ethernet—the common ways to connect to the Internet through an ISP. ITS will neither provide Internet access to you from off campus nor configure your notebook to work with your ISP. Although ITS may offer some tips or advice about best practices for off-campus use, it is up to you and your ISP to make remote connections work.

VIRUS, HACKING, AND SECURITY PROTECTION

To ensure that virus protection and other security patches are current, notebooks must be connected to the College's network on a regular basis and faculty/staff must take responsibility for ensuring that security updates take place on notebooks in their care. In the case of a significant security alert, faculty/staff may be contacted by e-mail and/or voicemail to bring in their notebooks to ITS to ensure proper security is enabled on the notebook. Although ITS automatically sends updates to College computers, notebooks that are frequently off the College network may require manual updating.

Associated Policies:

APP 5062 Computer Software Copyright Protection Procedure

APP 5059 Acceptable use of Integrated Technology Resources Procedure

APP 5057 Remote Access Procedure

Created/Approved: April 1, 2009

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