Laptop, Computer & Tablet Policy

OHIO UNIVERSITY
Chillicothe Campus

Effective: January 2017

Upon the recommendation of the Ohio University-Chillicothe Computer Advisory Committee, Ohio University-Chillicothe agreed to initiate a campus computer policy. The intent of this policy is to provide all Group I, II and IV faculty a choice of a desktop computer, laptop computer and/or tablet as outlined in the policy below.

For more information or assistance, please contact the OUC Director of Information and Technology Services.

I.   Approval Process

- Group I, II and IV Faculty members (from this point forward, the term faculty refers to Group I and II Faculty) have the option to select a laptop in lieu of a desktop computer.
- The Director of Information & Technology Services and the Technology Advisory Committee will provide system/model recommendations for both Windows and Macintosh systems
- Faculty members who choose the laptop option must complete the OUC Request to Take Equipment Off Campus form (EI-9) available from the Information & Technology Services Department, which must be signed by the Campus Dean prior to receipt of laptop.
- Faculty members who can demonstrate an academic need, may approach their division coordinator about purchasing a tablet.

Orders for computers, laptops and/or tablets must be processed by the OUC Information & Technology Services. The computer, laptop and/or tablet must be a configuration, model and brand approved by both the Director of Information & Technology Services and the Technology Advisory Committee and must meet minimum specifications. Special requests that exceed, or fall outside, these recommendations must either petition the campus dean or their department for any additional funding needed.

Ownership of the computer, laptop and/or tablet resides with Ohio University. The computer, laptop and/or tablet must be returned when the replacement cycle occurs or when the full-time employment of the faculty member by Ohio University comes to an end.

- If a laptop is selected, the department or faculty member is responsible for the purchase of any additional office accessories, such as monitors, keyboards, mice, docking stations, or other consumables.
- Only one computer, laptop and/or tablet will be provided by the University for each faculty member at any given time. According to current OUC policy, faculty computers, laptops, and/or tablets are replaced on a replacement cycle, providing that the needed funding continues as a line-item on the budget.
- Technical support for university-owned laptops and/or tablets will be equivalent to that provided for university-owned desktop computers. Direct support is only available on campus.

II.   Responsibility

It is the faculty member's responsibility to take reasonable and prudent precautions to prevent damage to, and loss/theft of, the computer, laptop and/or tablet. The faculty member or department may be responsible for certain costs to repair or replace the computer and/or tablet if the damage or loss is due to negligence or intentional misconduct. Policies for appropriate use of university property, as identified in the Ohio University computer policies, or elsewhere, may be used to determine whether liability due to negligent behavior exists.

Each faculty member is responsible for the security of sensitive data stored on the computer, laptop and/or tablet and must take reasonable measures to protect this data. A computer, laptop and/or tablet is issued to the individual faculty member and is not to be used by others. All information contained on a university-owned computer, laptop and/or tablet, regardless of location, is considered to be public information.

III.   Theft

If the computer, laptop and/or tablet is lost or stolen, the faculty member must immediately notify OUC Information & Technology Services. Loss or theft of the laptop and/or tablet occurring off campus, must also be reported to the

police in the locale in which the theft or loss is believed to have occurred. The faculty member will supply the serial number and property tag of the computer to the police. A copy of the police report must be sent to OUC Information & Technology Services within 48 hours of the discovery of the loss, if possible. Failure to secure and submit a police report may result in personal liability for replacement cost. Faculty members are expected to take precautions to ensure that the computers, laptops and/or tablets are not lost, stolen, or damaged. If a computer, laptop and/or tablet is lost, stolen, or otherwise damaged such that they cannot be restored to normal working order, the employee may be responsible for the pro-rated cost of the computer, laptop and/or tablet. In case of loss or theft, the faculty member submits an Inventory Change Worksheet, Form EI 8, to OUC Information & Technology Services. Faculty members are required to check their home/auto/travel insurance policies regarding coverage for the laptop and/or tablet. The University will evaluate the circumstances of the loss or theft to determine if the reimbursement should be waived.

In general, a lost, stolen, or damaged computer, laptop and/or tablet may be replaced with a desktop or a laptop computer and/or tablet from the university's pool of available equipment. The faculty member will remain eligible for a new computer and/or tablet in the next computer replacement cycle.

IV. Upgrades and Troubleshooting

The faculty member shall not make any physical alterations to the computer, laptop and/or tablet, including installation of an interior hard-drive or upgrading memory. The laptop and/or tablet must be brought to OUC Information & Technology Services for any such alterations. The laptop and/or tablet must also be brought to OUC Information & Technology Services for service issues that cannot be resolved via telephone, email or remote connection.

V. Software Licensing

The computer, laptop and/or tablet will be configured with the standard suite of programs supplied at purchase and with programs owned by the University. Additional applications may be provided by the University or department, according to the professional needs of the faculty member. The University policy for appropriate use of software must be followed. Specifically, no program may be installed on any university computer and/or tablet without proper university licensing. You may not load personal copies of software, games, entertainment software or personal finance software on a university-owned desktop computer, laptop or tablet.

VI. Off-Campus Internet Access

The faculty member is allowed to use the laptop and/or tablet to connect to the Internet from locations other than campus, such as through an Internet service provider (ISP) in the home. The laptop and/or tablet will have Ethernet, wireless or both capabilities to enable the faculty member to connect to the Internet.

OUC Information & Technology Services will neither provide Internet access to faculty members from off campus nor configure the laptop and/or tablet to work with the faculty member's ISP. Although Technology Services may offer tips or advice about best practices for off-campus use, it will be up to the faculty member and the ISP to make remote connections work.

VII. Backup

The faculty member is responsible for maintaining an appropriate backup of the computer, laptop and/or tablet. It is especially important that the faculty member backup work-related documents and data files that are not restored when reinstalling programs or the operating system. In addition, it is advisable to establish a routine of copying the document and data files to a storage area not in your home (example: to a home directory "Z-drive" on a campus server or Microsoft OneDrive), so that important documents and data are not lost in the event of fire or theft.

VIII. Virus and Security Protection

To ensure that virus protection and other security patches are current, computers, laptops and/or tablets, may need to be examined on a regular basis. It is the faculty member's responsibility to ensure that all appropriate security updates are installed on the computer, laptop and/or tablet. In the case of a significant security alert, the university may require immediate return of a laptop and/or tablet so that the proper security configuration of the computer can be confirmed. Although the university pushes updates to on-campus computers, computers, laptops, and/or tablet not frequently powered on or connected to the campus network may require manual updating.