PROCEDURE:
3.3.4p5. Laptop Computer Use

I. **PURPOSE**
Ogeechee Technical College depends heavily on computers to provide complete and accurate business information whenever and wherever needed. Laptop computers are essential tools utilized by faculty and staff to support the mission of the College. When the College provides a laptop, the user accepts responsibility for safeguarding the laptop as well as the stored data and data accessible via the laptop. Portability makes laptops particularly vulnerable to physical damage, exposure of sensitive information, and theft. The impacts of unauthorized access or modification of sensitive data can far outweigh the cost of the equipment itself.

II. **RELATED AUTHORITY**
TCSG Procedure 3.3.4p. Acceptable Computer and Internet Use
Ogeechee Technical College Procedure 3.3.4p1. Acceptable Computer and
     Internet Use
Ogeechee Technical College Procedure 3.3.4p2. Email Use
Ogeechee Technical College Procedure 3.3.4p3. Privacy Notice to Computer Users
Ogeechee Technical College Procedure 3.3.4p4. Remote Access

III. **APPLICABILITY**
This procedure applies to all Ogeechee Technical College employees who utilize laptop computers.

IV. **DEFINITIONS**
<u>Short-term</u>: A period of four weeks or less.
<u>Long-term</u>: A period greater than four weeks.

V. **ATTACHMENTS**
Laptop Computer Inspection Form

VI. **PROCEDURE**
Request for a Laptop Computer
Any employee of Ogeechee Technical College whose responsibilities require the use of a computer while away from the College campus may request a laptop computer.

For short-term use, the requesting employee must contact their supervisor for approval. If approved, the supervisor will forward the request to its@ogeecheetech.edu. An

Information Technology Services (ITS) employee will prepare the laptop for use, assign the laptop to the requestor via the HelpDesk, and deliver the laptop. The HelpDesk software generates an automatic audit trail throughout the process. Once the laptop is returned, the equipment is checked and the HelpDesk ticket is closed. In the event the laptop is not returned by the pre-determined date, an automatic notification is sent to the requestor and the ITS employee is notified. Extensions will be granted at the discretion of the supervisor.

For long-term use, the requesting employee must contact their supervisor for approval. The final approval must be provided by a division Vice President. The Vice President for Technology and Institutional Support will assign an Information Technology Services (ITS) employee to the task of preparing the laptop for use, assigning the laptop to the requestor via the Equipment Transfer Request form, delivering the laptop, and scheduling subsequent inspections. The receiving employee will click the Equipment Holder Approval portion of the form which will automatically submit the form to their supervisor for final approval. The final approval is by the Asset Management Supervisor who will archive the transfer. To return a laptop, the custodian initiates the process with a new Equipment Transfer Request form.

Maintenance
To best monitor the laptops and ensure that data is protected, users will be required to submit the laptop to the Department at least once per year for routine maintenance. Because employee use of laptops can differ, the ITS department employee assigned to the laptop will develop a schedule for submitting the laptop for inspection and/or maintenance utilizing input from the employee. The ITS employee will send a reminder to the laptop user via email at least two weeks prior to the scheduled inspection. The ITS department employee will utilize the Laptop Computer Inspection Form to document inspection results. The completed forms will be maintained in the ITS department. Unless there are extreme extenuating circumstances, the ITS department will return the laptop within 24 hours of the scheduled inspection.

Physical Security
The physical security of the assigned laptop is the responsibility of the assignee. Employees should always secure laptops out of sight when not in use. This applies at home, in an office, or in a hotel. A laptop should never be visible in a vehicle; the preferred way to secure it is locked in the trunk. A laptop should always be stored and carried in the provided laptop computer bag to reduce the chance of accidental damage. If the laptop is lost or stolen, the Police should be notified immediately and a College administrator notified as soon as practical.

Virus Protection
Viruses are a major threat, many of which arrive via email message attachments or unscrupulous websites. The anti-virus software provided must be kept up-to-date, even between scheduled maintenance checks. If the employee cannot update the software, he/she should contact the HelpDesk for advice on obtaining and installing anti-virus

updates. Any security related incidents should be reported promptly in order to minimize damage.

Unauthorized Access
Laptops are provided for official use by the assigned employee. The assignee is personally accountable for any content on the laptop. The employee should not loan the laptop or allow it to be used by others. If the laptop is left unattended, the user should always shut down, log off, or activate a password-protected screensaver.

Unauthorized Software
The user should not download, install, or use unauthorized software programs. Unauthorized software could introduce security vulnerabilities to the College as well as affect the working condition of the laptop. The employee should consult the Information Technology Services department before installing any questionable software.

Backups
It is the user's responsibility to make regular backups to CD, DVD, USB memory sticks, cloud storage, etc. Regular backups of laptop data are especially important due to the increased risk of theft, loss, and damage.

Enforcement
Abuse or misuse of computing/information technology services may violate this procedure, but it may also violate criminal statutes. Therefore, the College will take appropriate action in response to user abuse or misuse of computing/information technology services. Action may include, but not necessarily limited to, the following:

1. Suspension or revocation of computing privileges;
2. Reimbursement to Ogeechee Technical College for resources consumed;
3. Other legal action including action to recover damages;
4. Referral to law enforcement authorities;
5. Referral to the appropriate College office for disciplinary action, which could result in suspension/expulsion of a student or suspension or dismissal of an employee.

VII. RECORD RETENTION
All forms will be reviewed on an annual basis and revised as needed. All completed Laptop Computer Inspection forms are to be retained in the Office of Technology and Institutional Support. All Equipment Transfer Request forms are retained by the Asset Management Supervisor.