POLICY TITLE: FACULTY LAPTOP USE – PROCUREMENT POLICIES AND PROCEDURES (as of August 9, 2012)

Policy Statement:

Academic programs/school may purchase laptops for faculty in lieu of a desktop computer, following the regular replacement cycle for UW Tacoma computers and if the faculty member agrees to follow all usage policies associate with the laptop.

Introduction and Background Information:

UW Tacoma academic programs may consider purchasing laptops for individual faculty members under the following conditions:

1. The laptop is considered a complete system purchased only in place of an office desktop computer.
2. If a new faculty member requests a laptop instead of a desktop as the primary computer for office work, the Dean/Director must approve and provide full funding to purchase the initial computer.
3. Faculty laptops will be replaced under the same replacement cycle as desktop computers.
4. When requested by the faculty member and approved by the academic director/dean, UW Tacoma will subsidize the replacement of a desktop with a laptop only up to the cost of the replacement desktop (as determined by UW Tacoma Information Technology).
5. The laptop and all accessories are UW property and must be treated as such.

Responsibilities:

The program/department:

- Must pay any amount over that of the standard desktop replacement purchase price
- Must subscribe to the UW Risk Management Insurance Policy and renew annually
- Must subscribe to LoJack or equivalent service to track laptop location and delete data upon stolen, should the specific laptop be used to store any confidential and critical institutional data.
- May choose to buy accessories (e.g., wireless keyboard, docking station) at their own expense
- Must pay for the entire laptop if stolen/damaged, or the deductible if insured (subject to the limitations described below) if the laptop is to be replaced with a new one.

Faculty must:

- Secure any confidential and institutional data according to FERPA, HIPAA, PCI standards and UW policies and adhere to the UW Tacoma “Data Protection Policy for Portable Devices” (http://www.tacoma.washington.edu/policies_procedures/Data_Protection_Policy_for_Portable_Devices.pdf)
- Bear any cost for transport or damage while transporting the laptop to and from campus
- Bring the laptop to the IT Help Desk if broken or other servicing is required
- Return the laptop and all other UW property upon separation from the University
- Return the laptop when a new computer replaces the prior laptop
- Back up (save) all data regularly to the H: and S: drives
- Sign an IT Administrative Rights Form if they desire administrative rights to the laptop
• Update security patches and virus scanner on their laptops weekly; OR bring laptops to the IT Help Desk weekly if they do not have administrative rights to the laptops
• Bring the laptop to the IT Help Desk for an annual checkup
• Review and follow UW Office of Risk Management Laptop and Mobile Device Loss Control Advice (http://f2.washington.edu/treasury/riskmgmt/insure/EIS/losscontrol)
• Review the criteria for personal use as outlined in the Administrative Policy Statement 47.2 and the WAC Code 292-110-010

Faculty must NOT:

• Load software unrelated to professional work
• Allow anyone else to use the laptop

Information Technology (IT) is responsible for:

• Selecting the laptop model and warranty program based on faculty needs
• Purchasing the laptop with the manufacturer maximum warranty (3 or 5 years depending on the manufacturers)
• Configuring the laptop for office use
• Re-imaging the disk as needed
• Handling the servicing of the laptop, including initial diagnostic, as well as shipping it back to manufacturer for repairs

Information Technology (IT) is NOT responsible for:

• Assisting with home internet connectivity
• Data loss, including loss after a system update
• Any costs associated with the laptop after purchase (e.g., upgrades, additional software)
• Providing a temporary laptop should the laptop require repair

Limitations:

Laptop computers are more susceptible to theft than desktop computers. Because of this, faculty who elect to have a laptop are expected to take particular care to ensure the security of that equipment.

In the event of a missing laptop (theft or otherwise), the faculty member must notify Campus Safety (if the laptop was stolen from a campus location) and/or local law enforcement. In turn Campus Safety will inform Information Technology to take appropriate actions. Should confidential and institutional human subject data be stored in the laptop (RCW 42.56.590), the faculty member must directly alert Information Technology to take immediate action to inform those being affected.

Consequences of Violating Policy:

Violation of the laptop policy may result in removal of rights to use laptop.

*Note: The following sections in the current sections have no change: POLICY BACKGROUND, ABSTRACT, DESCRIPTION OF PROCEDURE, POLICY APPROVAL, UWT Faculty Laptop Use/ Procurement Request Form*
UWT Faculty Laptop Use/ Procurement Request Form

To obtain a laptop instead of a desktop computer as the primary computer for office work, all requesters must agree with the following service terms and conditions.

1. The laptop and all accessories are UW property and must be treated as such
2. The faculty laptop user must:
   a. secure any sensitive data according to FERPA, HIPPA, PCI standards and UW policies
   b. bear any cost for transport or damage while transporting the laptop to and from the UWT campus
   c. bring the laptop to the IT Helpdesk if broken or other servicing is required
   d. return the laptop and all other UW property when appointment is terminated
   e. return the laptop when a new laptop replaces the prior laptop
   f. sign an IT Administrative Rights Form if user desires administrative rights
   g. update security patches and virus scanner on laptop weekly; OR bring laptop to the IT Helpdesk weekly for updates if you do not have administrative rights to the laptop
   h. back up (save) all data regularly to the H: and S: drives
   i. bring the laptop to the IT Helpdesk for annual checkup (allow a minimum of three business days)
3. The faculty laptop user must NOT:
   a. load software unrelated to professional work
   b. allow anyone else to use the laptop
   c. use the laptop for personal business
4. IT is responsible for:
   a. selecting the laptop model and warranty program based on faculty needs
   b. purchasing the laptop and warranty
   c. configuring the laptop for office use
   d. re-imaging the disk as needed
   e. handling the servicing of the laptop, including initial diagnostics as well as shipping laptop to the manufacturer for repairs
5. IT is NOT responsible for:
   a. assisting with home internet connectivity
   b. data loss, including loss after a system update
   c. any costs associated with the laptop after purchase (e.g. upgrades and additional software)
   d. providing a temporary laptop while the laptop is being repaired

Should you have any questions, please contact IT. If you agree to the above services terms and conditions, please sign and return this form to IT (UWT Mail Box: 358450).

I agree to the service terms and conditions outlined above. Please provide me with administrative rights to my office computer.

Signature: _________________________  Department: _________________________

Printed Name: _________________________  Date: _________________________