POLICY TITLE: FACULTY LAPTOP USE- PROCUREMENT POLICIES AND PROCEDURES

POLICY BACKGROUND

Accountable Department or Unit:
Information Technology

Citation of relevant local, state, or federal laws:
RCW 42.56.590 (data security)

Statement of authority within the University:
Authority delegated from the Washington State Governor, to the UW President, to the UWT Chancellor.

ABSTRACT

Policy Abstract:
The policy for use and procurement of laptops for faculty.

POLICY

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

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

1. A 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 sufficient funding to purchase the initial computer.
3. Laptops can 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.

Last Update: 3/19/2009
Academic Affairs
UW Tacoma
### Definition of Terms:

#### Responsibilities:

The program/department:
- **must** pay any amount over that of the standard desktop replacement purchase price
- **must** purchase a 5 year service contract
- may choose to buy accessories (e.g. wireless keyboard, docking station) at their own expense
- may opt to pay for annual insurance in case of loss of the laptop
- **must** pay for the entire laptop if stolen/damaged, or the deductible if insured (subject to the limitations described below)
- may require faculty to show they have renter/home owner insurance that will cover laptop loss

Faculty must:
- secure any sensitive data according to FERPA, HIPAA, PCI standards and UW policies
- bear any cost for transport or damage while transporting the laptop to and from the campus
- bring the laptop to the IT Helpdesk 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 it
- back up (save) all of their 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 Helpdesk weekly for updates if they do not have administrative rights to the laptops
- bring the laptop to the IT Helpdesk for annual checkup

Faculty must NOT:
- load software unrelated to professional work
- allow anyone else to use the laptop
- use the laptop for personal purposes

**IT** is responsible for:
- selecting the laptop model and warranty program based on faculty needs
- purchasing the laptop and warranty
- 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 the manufacturer for repairs

**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. Replacement of stolen UWT laptops will only be considered if the laptop is taken from a locked desk, cabinet, or closet, and where there are signs of forced entry.

In the event of such a theft, the faculty member must notify Campus Safety (if the laptop was stolen from a campus location) or local law enforcement.
In the event of a missing laptop (theft or otherwise), the faculty member must also alert Information Technology if sensitive and confidential data are stored in the laptop (RCW 42.56.590).

Consequences of Violating Policy:
Violation of the laptop policy may result in removal of rights to use the laptop.

DESCRIPTION OF PROCEDURES

Procedures:
To obtain a laptop, the Academic Program/School must submit a request to purchase a laptop through tachelp@u.washington.edu. The faculty member requesting the laptop must sign and date the form below and submit it to Information Technology.

Next review of policy to be conducted by: February 2011.
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 one replaces it
   f. sign an IT Administrative Rights Form if you desire administrative rights
   g. update security patches and virus scanner on your laptop weekly; OR bring laptops to the IT Helpdesk weekly for updates if you do not have administrative rights of the laptop
   h. back up (save) all your data regularly to the H: and S: drives
   i. bring the laptop to the IT Helpdesk for annual checkup. (It will take a minimum of 3 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 purposes
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 diagnostic as well as shipping it back 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, additional software)
   d. providing a temporary laptop should 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 (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: ____________________________