

Employee Laptop Computer Policy

This policy is intended to promote responsible, ethical use of your laptop, which is part of the computing resources of Mercer County Community College.

- A. College laptops are to be used for college related business as a productivity tool, curriculum enhancement and development tool, and for research and communication. Laptops may be used inside and outside the college in order to enhance and facilitate teaching and administrative duties.
- B. Laptops may be used for limited personal purposes that do not conflict with college uses, but only within the standards of good judgment, common sense and applicable laws and college policies. Guidance on specific issues is available from Technology Services. Laptops may not be used for outside employment, self-employment or private business activity.
- C. **DO NOT REVEAL YOUR LOGIN ID OR PASSWORD TO ANYONE.** Employees are required to read and sign a copy of “*E-mail and Internet Use Agreement*.” This agreement is given to every employee that receives a computer account at the college.
- D. You are expected to protect your college laptop from damage, loss and theft. Your laptop is far more fragile than common consumer electronics and it can easily be damaged. Your laptop is small and very high in value making it a prime target for theft. You are expected to follow the laptop security guidelines listed in Section I of this document.
- E. Laptops are the property of MCCC. The college incurs a substantial monetary loss if a laptop is damaged, lost or stolen. In the case of lost or stolen laptops, Technology Services will make every attempt to issue you another laptop to replace the lost or stolen one. If there are no laptops available in inventory, a compatible desktop will be provided.
- F. You should not change any system configuration settings without prior consultation with the Technology Services department.
- G. Employees may install personally acquired software to college laptops upon approval of Technology Services. Employees should be prepared to demonstrate that such software is properly licensed and is compatible with the current desktop/laptop operating systems. The Technology Services Department must be contacted prior to the purchase of any software in order to take advantage of college or educational license agreements and to address compatibility issues. Technology Services will have computers available for employees to test software prior to installing software on their desktop/laptop computers. If software that you install causes your laptop to fail, Technology Services will restore the standard college-approved software “image” on your laptop but cannot guarantee that your data or program settings will be preserved.

H. Computer games that have been installed by the college with your laptop's operating system are available for your use. The installation of other game software is prohibited.

I. Laptop Security Guidelines:

Due to their size and portability, laptop computers are especially vulnerable to theft. Below are some tips on how to protect your laptop from being stolen and instructions to follow if your laptop is lost or stolen.

1. Do not leave a laptop in an unlocked vehicle, even if the vehicle is in your driveway or garage, and never leave it in plain sight. If you must leave your laptop in a vehicle, the best place is in a locked trunk. If you do not have a trunk, cover it up and lock the doors. **Be aware of the damage extreme temperature can cause to computers.**
2. Carry your laptop in an appropriate carrying case or bag when traveling. If available, keep your laptop in a satchel, brief case or other nondescript bag as an alternative to the manufacturer's case supplied with your laptop. Standard cases designed specifically for laptops clearly portray their contents, making it an easier task for a thief to spot in a crowd. Cases containing the machine should also be locked with a simple luggage lock to provide some element of deterrence and delay. **Place your business card inside the bag.**
3. Do not leave a meeting, lecture, conference, or classroom without your laptop unless it is securely attached with a cable lock or locked in a secure desk or cabinet. Take it with you.
4. Know where your laptop is at all times. If you lend it to a colleague, make sure that the colleague is aware of this policy.
5. When anchoring cables to a table or desk, ensure that the loop cannot be easily lifted over or under the fixed object; or the fixed object cannot be easily disassembled to defeat the loop. Lock-down cables will be distributed with all laptop computer allocations. If requested, Technology Services and/or Facilities will assist employees to determine the best way to secure a cable within a specific location. Cables should be used consistently. Technology Services will also provide a security cable for desktop computers (and printers, scanners, etc.) upon request.
6. Never check a laptop as luggage at the airport. The Federal Aviation Administration has issued a warning about an increasingly common scam – stealing laptops from the conveyor belts of x-ray machines. Wait for those ahead of you to pass through the x-ray machine before placing your laptop on the belt. Another airport scam to be aware of – one person will engage you in conversation or bump into you and their partner in crime will steal your laptop while you are distracted. Be alert.
7. If you leave your laptop in the office, ensure that the laptop is secured in your office before leaving the college. The laptop should either be locked to its docking station via a cable lock (docking station should not be able to be removed) or placed in a locked desk, filing cabinet or storage cabinet.

8. If a theft occurs on campus, report the theft to campus security and Technology Services. In the event of repeated instances of computer theft or loss by an individual, especially if precautions against theft or loss have not been appropriately taken, the individual may be denied replacement equipment.
9. If a theft occurs off-campus, report the theft to your local police department and Technology Services. Employees should have the make, model and serial number available so police can file a complete report and enter the stolen laptop information immediately on the national crime information computer. Technology Services will also have this information on file. A copy of the police report must be submitted to Technology Services as soon as it is available.

Approved:

Board of Trustees
August 15, 2002



EMPLOYEE LAPTOP POLICY AND AGREEMENT

Name: _____ Date: _____

Department: _____ Campus: _____

Building & Room Number: _____ Extension: _____

Home Phone Number: _____ Email: _____

If you anticipate using this laptop frequently at another location, please state the address:

Equipment received:

Computer:

Make: Dell Model: Latitude: C610 Serial #: _____

Property ID: MCCC _____ Cable Key #: _____

Accessories:

AC Power Adapter, AC Power Adapter Cord, Removal CD-RW Drive, Removal Floppy Disk Drive, Carrying Case with Shoulder Strap, External Floppy Disk Drive Cable, Phone Cable, Docking Station, Docking Station Monitor Stand and Composite TV-Out Adapter Cable.

On this _____ day of _____ 200__, I hereby acknowledge receipt of the computer and accessories described above, and I have read, understood and agree to abide by the terms of the MCCC "Employee Laptop Computer Policy."

Signature of Laptop Recipient

Signature of Technology Services