

Richard Bland College

Faculty and Staff Laptop User Agreement

Name: _____ Laptop Model/Name: _____

I. Overview

Richard Bland College is committed to providing an appropriate office desktop/laptop computer system for each full-time faculty and staff member.

A laptop is intended for use for College-related business as a productivity tool, curriculum tool, and for research and communication. It is not intended as a replacement for any computers that may be owned personally. Use of the laptop for personal purposes should be within the standards of good judgment and common sense, in compliance with the College's published policies and as required through the terms and conditions of applicable software license agreements. Ownership of the laptop computer will reside with the College and the laptop must be returned to ITS for preventative maintenance when scheduled or when employment ends.

The laptop replacement option will be available to eligible faculty and staff members at the time their current Richard Bland-owned desktop computer is due for replacement under the standard four or five year replacement cycle. Laptops will be authorized based upon job responsibilities, demonstrated need, and school/department approvals.

II. Responsibility

It is the responsibility of faculty/staff members to take appropriate precautions to prevent damage to or loss/theft of laptop computers in their care. The faculty/staff member may be responsible for certain costs to repair or replace the computer if the damage or loss is due to negligence or intentional misconduct. Other repairs not covered by warranty are the responsibility of the faculty/staff member's department. Policies for appropriate use of College property as identified in the faculty/staff handbooks or on the IT Services web page may be used to determine whether liability due to negligent behavior exists.

III. Theft or Loss

If the laptop is lost or stolen on campus it must be reported immediately to Dorothy Edwards, Director of IT Services (804-862-6274) and the RBC Police Department (804-863-4085). If stolen or lost off-campus, it should also be reported to the local police where it was stolen or lost, as well. A copy of the police report, CAD printout or the case number should be given to the Director of IT Services along with a written statement within 48 hours as appropriate. Failure to secure and submit a police report, CAD printout or the case number may result in personal liability for replacement cost.

IV. Upgrades and Troubleshooting

Should a laptop require hardware upgrade (e.g., memory, peripheral, or hard disk), software installation, or have problems that cannot be resolved over the telephone or through remote desktop, the computer will need to be brought to campus.

V. Software Licensing

The laptop will be configured with a standard suite of programs that are appropriate for the type of laptop. It is also possible that other applications will be provided to you by the College, based upon your professional needs or the requirements of the laptop.

The College policies for appropriate use of software, including the requirement to demonstrate legal license a program before it can be installed on a College-owned computer will be applied. Software for personal use, such as games, entertainment software or personal finance software cannot be loaded on a College-owned laptop computer.

VI. Off Campus Internet Access Laptop Policy

You should feel free to use your laptop to connect to the internet from locations other than campus, such as through an internet service provider (ISP) at your home. Your laptop will typically be configured with both wireless and wired ethernet, to enable connection. Wireless access on campus is secured, but users should be wary of using public internet cafes or motel/hotel internet connections as these are typically not secure.

VII. Backup

You are responsible for maintaining a current and appropriate backup of your laptop, to include work-related documents and data files you create that will not be restored when reinstalling the operating system and programs. Depending upon how you intend to use the laptop, you may need to store some of your documents and data files on the laptop's hard disk drive. It would be prudent to establish a process of copying the data files you use on the laptop to your campus network data storage area (i.e., the Udrive) as an added precaution against data loss. DO NOT use campus network data storage to backup personal documents, pictures, or music files.

VIII. State Laws Regarding Use of State Owned Computers to Access Materials with Sexually-Explicit Content

This Policy recognizes the existence of state laws governing access to materials with sexually-explicit content. Prohibited activities include accessing, downloading, printing or storing information with sexually explicit content as prohibited by law (see Code of Virginia §2.1-804-805; §2.2-2827 as of October 1, 2001).

IX. Virus, Hacking, and Security Protection

To ensure that virus protection and other security patches are current, laptops must be connected to the College's network or the internet on a weekly basis and users must take responsibility for ensuring that security updates take place on laptops in their care. In the case of a significant security alert, users may be contacted by e-mail and/or voicemail, to bring in their laptops to the Help Desk to ensure proper security is enabled on the laptop. The College reserves the right to seize any laptop at anytime due to security related incidents.

X. Personal Identifiable Information (PII)

Colleges face an ever growing need to protect the personal information of faculty, staff, and students and to reduce the risk of identity theft. In response, the College has established policies to reduce the use of PII. Do not transport PII or any classified or confidential information on laptops, thumb drives (USB) or other portable media, as this poses a significant security risk. Some examples of PII are: student, faculty, or staff addresses and phone numbers, birthdates, SSN (Social Security Numbers), or credit card numbers.

Signature: _____ Date: _____
I have read and agree to abide with the above agreement.