

Belmont Abbey College Laptop Computer Use Policy

This Belmont Abbey College Laptop Computer Policy is a supplement to the Belmont Abbey College Computer and Network User Policy. The Belmont Abbey College Laptop Computer Policy and Belmont Abbey College Computer and Network policies apply to the use of all college owned laptop computers inside and outside the college premises.

Belmont Abbey College laptops are to be used inside and outside the college in order to enhance, enrich, and facilitate teaching and administrative duties as well as college communications. The College's laptops are to be used as a productivity tool for college-related business, curriculum enhancement, research, and communications. Employees shall exercise appropriate professional judgment and common sense when using the College's laptop computers.

All laptops, related equipment and accessories are college property and are provided to employees for college related business. As a condition of their use of the college's laptop computers, employees must comply with and agree to all of the following:

1. Prior to being issued one of the college's laptop computers, employees will sign the Laptop Acceptance Form and agree to all outlined policies.
2. Employees should NOT attempt to install software or hardware or change the system configuration including network settings without prior consultation with IT.
3. Employees are expected to protect college laptops from damage and theft.
4. Each employee is monetarily responsible for any hardware damage that occurs on or off college premises and/or software damage (including labor costs).
5. Employees will not be held responsible for computer problems resulting from regular college-related use; however, Employees will be held personally responsible for any problems caused by their negligence.
6. Employees will provide access to any laptop computer, equipment, and/or accessories they have been assigned upon the college's request.

Checking out Laptops

1. A minimum of one week notice is required to make sure laptops are available and ready for use.
2. Loan periods should normally be short periods of time. Lengthy loans will prevent other users from access to a laptop.
3. Data from laptops should be backed up to your network drive before returning the laptop to IT.

General Laptop Use Rules

- a. If you have important data on the laptop, you must back it up to your network folder as a safety precaution against hard drive failure. The seconds that it takes to create a backup are well worth the frustration if/when the computer hard disk fails.
- b. Do not place drinks or food in close proximity to your laptop.
- c. Extreme temperatures or sudden changes in temperature can damage a laptop. You should NOT leave a laptop in an unattended vehicle.
- d. When using the laptop, keep it on a flat, solid surface so that air can circulate through it. For example, using the laptop while it is directly on a bed can cause damage due to overheating.
- e. ALWAYS keep your laptop plugged into the supplied surge protector when it is plugged in or charging.

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How to Avoid Laptop Computer Theft

Due to size and portability, laptop computers are especially vulnerable to theft. Employees should follow the rules set out below. An employee will be held personally responsible for any college owned laptop computers, equipment, and/or accessories that are stolen during the time they have been assigned to that staff member. Below are some tips on how to protect your laptop from being stolen.

1. Do not leave a laptop in an unlocked vehicle, even if the vehicle is in your driveway or garage. 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 and lock the doors.
2. Be aware of the damage extreme temperature can cause to computers.
3. Carry your laptop in a nondescript carrying case or bag when traveling.
4. Do not leave a meeting or conference room without your laptop. Take it with you.
5. Never check a laptop as luggage at the airport.
6. Lock the laptop in your office during off-hours or in a locked cabinet or desk when possible.
7. If a theft does occur while on campus, immediately notify Campus Police/Safety and BAC's IT office. If the theft occurs off campus immediately notify local Police and BAC's IT office.
8. Connection to any network outside of BAC, (wireless, dial-up, or wired) can potentially expose a laptop to other users/and virus on the network/internet. Such connections should only be attempted after consulting with IT.

Belmont Abbey College Laptop Policy Acceptance Form

Last Name _____ First Name _____

I understand that all laptop computers, equipment, and/or accessories Belmont Abbey College has provided to me are the property of Belmont Abbey College. I agree to all of the terms in the Belmont Abbey College Laptop Computer Policy and Belmont Abbey College Computer and Network policies.

I will return the equipment to Belmont Abbey College in the same condition in which it was provided to me.

I understand that I am personally responsible for any damage to or loss of any laptop computer and/or related equipment and accessories. In case of damage or loss I will replace or pay the full cost of replacement of the damaged or lost equipment with equipment of equal value and functionality subject to the approval of the College.

I will not install any additional software or change the configuration of the equipment in any way without prior consultation with IT.

I will not allow any other individuals to use any laptop computer and/or related equipment and accessories that have been provided to me by Belmont Abbey College. I understand that a violation of the terms and conditions set out in the policy will result in the restriction and/or termination of my use of the College's laptop computers, equipment, and/or accessories and may result in further disciplinary actions.

Signature _____ Date _____

Model _____ Asset ID # _____

Items Loaned / Condition – If used or damaged please make additional comments

Computer	Yes	í	No	í	Like/New	í	Used	í	Damaged	í
Power Supply & Cord	Yes	í	No	í	Like/New	í	Used	í	Damaged	í
Surge Protector	Yes	í	No	í	Like/New	í	Used	í	Damaged	í
Network Cable	Yes	í	No	í	Like/New	í	Used	í	Damaged	í
Laptop Bag	Yes	í	No	í	Like/New	í	Used	í	Damaged	í
Phone Cable	Yes	í	No	í	Like/New	í	Used	í	Damaged	í
Manuals	Yes	í	No	í	Like/New	í	Used	í	Damaged	í

Comments (overall condition, scratched, dented, bent, missing keys, missing parts)