

POLICY TITLE: FACULTY COMPUTER REPLACEMENT POLICIES AND PROCEDURES

Policy Statement:

Academic Schools may subsidize the purchase of a Macintosh computer or a laptop/tablet device for faculty use in lieu of a PC desktop computer, following the regular replacement cycle for UW Tacoma computers. IT Department will pay for an equivalent of a PC desktop CPU and the School must pay for the additional cost of a laptop and/or Macintosh computer. The faculty member must also agree to follow all usage policies associate with the laptop/tablet device.

Note: It is required that faculty wishing to use a laptop/tablet device in lieu of a desktop computer system must meet with an ITUWT personnel to discuss the pros, cons, and the functional expectations of the replacement device.

Introduction and Background Information:

UW Tacoma academic programs may consider purchasing laptop/tablet device for individual faculty members under the following conditions:

- The laptop/tablet device will be considered a complete system and the user's primary system for use in place of an office desktop computer
- Substitution of office desktop computer with a laptop/tablet device must be approved by the faculty persons department head
- Faculty laptop/tablet device will be replaced under the same replacement cycle as desktop computers
- UW Tacoma Information Technology will subsidize laptop/tablet device cost up to the current office desktop computer price as determined by UW Tacoma Information Technology
- The laptop/tablet device 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/tablet device location and delete data upon stolen, should the specific laptop/tablet device 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/tablet device if stolen/damaged, or the deductible if insured (subject to the limitations described below) if the laptop/tablet device is to be replaced with a new one.

Faculty person:

- 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)
- If the laptop/tablet device does not support drive encryption then the laptop/tablet device cannot be used to store confidential types of data
- Bear any cost for transport or damage while transporting the laptop/tablet device to and from campus
- Bring the laptop/tablet device to the IT Help Desk if broken or other servicing is required
- Return the laptop/tablet device and all other UW property upon separation from the University
- Return the laptop/tablet device when a new computer replaces the prior laptop/tablet device
- Back up (save) all important data regularly to some option of long term storage such as; UW Office 365 OneDrive, UW Google Drive, H: and S: drives
- Sign an IT Administrative Rights Form if they desire administrative rights to the laptop/tablet device
- Update security patches and virus scanner on their laptop/tablet device weekly; OR bring laptop/tablet device to the IT Help Desk weekly if they do not have administrative rights to the laptop/tablet device
- Bring the laptop/tablet device to the IT Help Desk for an annual checkup
- Review and follow UW Office of Risk Management Laptop/tablet device and Mobile Device Loss Control Advice
(<http://f2.washington.edu/treasury/riskmgmt/insure/EIS/losscontrol>)
- Review and follow 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 University business needs

- Allow anyone else to use the laptop/tablet device

Information Technology (IT) is responsible for:

- Selecting the laptop/tablet device model and warranty.
- Purchasing the laptop/tablet device with the manufacturer maximum warranty available from the manufacturer
- Configuring the laptop/tablet device for university use
- Re-imaging the device as needed (if supported by device)
- Handling the servicing of the laptop/tablet device, 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/tablet device after purchase (e.g., upgrades, additional software)
- providing a temporary laptop/tablet device should the laptop/tablet device require repair

Limitations:

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

In the event of a missing laptop/tablet device (theft or otherwise), the faculty member must notify Campus Safety (if the laptop/tablet device 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/tablet device (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/tablet device policy may result in removal of rights to use laptop/tablet device.