

POLICY TITLE: STAFF LAPTOP USE – PROCUREMENT POLICIES AND PROCEDURES

UW Tacoma academic and administrative departments can consider purchasing laptops for individual staff under the following conditions:

1. The use of a laptop in place of a desktop computer must have justifiable UWT business reasoning that clearly identifies why a desktop system will not meet the day to day office working requirements of the staff member
2. If a new staff member requests a laptop instead of a desktop computer for office work, the Director/Unit Head must provide justification and pay for the initial purchase of the laptop computer from his/her own budget
3. Laptops can be replaced under the same renewal cycle as desktop computer. For office desktop computers eligible for replacement, IT will not replace with a laptop computer unless it is justified and paid for by the unit. Upon the approval from the director/unit head; UW Tacoma will subsidize the cost of the replacement laptop up to the amount of the current standard desktop cost
4. The department/ unit:
 - a. Must pay any amount over that of the standard PC desktop purchase price if a replacement computer
 - b. Must subscribe to the UW Risk Management Insurance Policy and renew annually
 - c. Must subscribe to LoJack or equivalent service to track laptop location and delete data upon stolen, should the specific laptop be used to store any confidential or critical institutional data
 - d. Must agree to pay for a service contract that covers at minimum hardware repairs for a term of at least 3 years from the purchase date
 - e. May choose to buy additional accessories (e.g. wireless keyboard, docking station) at their own expense
 - f. Must pay the entire replacement cost of a comparable laptop if stolen/damaged, or the full deductible if insured
5. Staff person must:
 - a. NEVER store any form of FERPA or HIPPA related data on its local HDD
 - b. Secure any confidential or institutional data according 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)
 - c. Review the criteria for personal use as outlined in the Administrative Policy Statement 47.2 and the WAC Code 292-110-010 (<http://apps.leg.wa.gov/wac/default.aspx?cite=292-110-010>)
 - d. Pay any cost for transport or damage while transporting the laptop to and from the campus

- e. Return the laptop and all other UW property when appointment is terminated
 - f. Return the laptop if a new one replaces it
 - g. Back up (save) all of their data regularly to the H: and S: drives
 - h. Sign an IT Administrative Rights Form if they desire administrative rights of the laptop
 - i. Bring the laptop to the IT Helpdesk if broken or other servicing is required
 - j. 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 on the laptop
 - k. Bring the laptop to the IT Helpdesk for annual checkup
 - l. Must understand that the laptop and all accessories are UW property and must be treated as such
6. Staff person must NOT:
- a. Load software unrelated to professional work
 - b. Allow anyone else to use the laptop
 - c. Use the laptop for personal business
 - d. NEVER store any form of FERPA or HIPPA related data on its local HDD
7. IT is responsible for:
- a. Selecting the laptop model and warranty program based on users' 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
8. 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, uncovered warranty issues or items)
 - d. Providing a temporary laptop or desktop computer should the laptop need to be repaired for any reason
9. This policy is in addition to any and all other current or future computer policies that UW Tacoma and/or UW Seattle may have in effect