



Roosevelt University

Laptop/Tablet Computer Policy

Policy 7.3

Responsible Executive: Sr. Vice President for Finance and Administration and CFO

Originally Issued: November 9, 2005

Revised: April 22, 2009

Effective date: July 1, 2009

Reason for Policy

Roosevelt University provides laptop computers to faculty members who make use of them in the classroom and to staff whose job requirements are such that they often work outside of their primary office. This policy governs how the computers are to be protected from theft, how they will be replaced if stolen or otherwise lost and relevant penalties. In this document, all references to laptops also include tablet computers.

Policy Statement

It is the responsibility of the user to protect a provided laptop from theft or loss.

Therefore:

- A. The user shall protect the provided laptop by:
 - having the laptop secured by the supplied cable lock when the user is on-campus and locking the office/classroom door whenever the user steps out of the office/classroom;
 - taking the laptop home each night or locking it in a secure cabinet or closet in the campus office;
 - taking reasonable precautions to secure the computer when it is neither in the office nor at home; and
 - if the computer has been provided for a single class session, promptly returning the laptop to the loaning department after the session and ensuring the proper chain of custody in its return.

- B. The following shall determine how a stolen or lost laptop will be replaced:
 - The University will pay to replace the laptop if it was secured according to the above-noted rules.
 - If the laptop has been stolen or lost, and the above rules have *not* been followed, the user will be responsible for any resulting costs that the University incurs in acquiring a replacement computer.
 - In all cases, a police report must be filed and a copy of the report provided to the University prior to replacement.

- C. Maintenance of a university laptop may only be provided by university Information Technology Services technicians. Maintenance provided by a non-university technician will void the machine's warranty.

Entities Affected by this Policy

All units of the University.

Web Address

<http://www.roosevelt.edu/aboutru/PolicyPDF/LaptopPolicy20090501.pdf>

Related Documents

Technology Pool Policy.

Implementation

The Chief Information Officer will establish procedures to implement this policy and report annually to the Senior Vice President for Finance and Administration and Chief Financial Officer on its usage.