

Monroe County Community College Device Procedure

Procedure Type: District Procedure

Procedure Title: Device Procedure

This Procedure Affects: Administrators, Faculty, and Staff

Purpose: The MCCC device usage policy outlines our expectations for the use and care of company-owned devices and the steps we are taking to protect the college's information and data.

1. Employees are responsible for the **care** of their college-owned devices, including keeping them in good working condition and protecting them from permanent damage or loss. This also includes any alterations or personalization to the device, personalization examples: stickers, writing, scratching or any other cosmetic changes.
2. Employees are **prohibited** from allowing other individuals from using their college-owned devices, this includes co-workers, family, friends. Only the individual assigned a device or IT staff should be operating the device.
3. Employees are responsible for **ensuring the security** of their college-owned devices and the information and data stored on them. This includes using strong passwords, allowing automatic system updates to complete, and reporting unauthorized access or use.
4. Employees must **report any security incidents or potential security threats** involving their college-owned devices to their manager and to IT immediately.
5. Employees are required to **return their college-owned devices upon separation** of employment or upon request from their manager.

We are committed to providing our employees with the tools and resources they need to be successful, and we are also committed to protecting the security and integrity of the college's information and data. Our company device policy is an important part of that commitment. The Device Procedure falls under Computer and User Policy 6.50.

Damage to Devices

If there is damage to a college-owned device, the end user must inform their manager and IT as soon as possible. Depending on the nature and extent of the damage, the college may require that they pay for repairs or replacement costs. It's important to be honest and upfront about the damage when reporting in order to facilitate IT's assessment of the damage.

If IT determines the damage was accidental and not due to negligence or misuse on your part, IT will determine whether the division or IT will cover the repair or replacement costs. If the damage was caused by negligence or misuse, the college will require that employee assigned the device pay for the repairs or replacement.

Negligence and misuse entails:

- Damages that fall outside of the college's insurance coverage or product warranty
- Anything beyond normal wear and tear

Lost Items

If an individual loses any item that was provided them, they must inform their manager and IT as soon as possible. Upon being informed of the lost item the college may charge the individual for replacement cost of the item.

Assigned Devices

For any non-fixed location devices including but not limited to: laptops, tablets, VR goggles, etc. that the college assigns an employee will require a device agreement. The device agreement will mirror the device procedure guidelines and include what devices they were assigned. These agreements will be retained by IT and be required for IT support of those types of devices along with support for remote work. It is the responsibility of the employee who is assigned the device(s) to protect them from unauthorized access or use (this includes other employees, or non-employees alike.)

Returning Devices

Upon separating of employment with MCCC all college devices that were assigned must be returned. In the event of retirement or resignation the employee must schedule a time with the IT department to either pick up the devices from their office or deliver them to the IT department. If the employee is terminated, to help facilitate a safe transfer of equipment, they are responsible to deliver their devices along with their keys to security. If an employee does not return any devices upon their employment ending with the college, they will be responsible to pay for the non-returned devices.