



Policy: NPRC-5016: Laptop Acceptable Use
Origination: 1-16-2019
Approved: 04-12-2019
Effective: 04-12-2019
Reviewed:
Last Updated:

Subject: Laptop Acceptable Use Policy

1. PURPOSE

This policy establishes the responsibilities and obligations of laptop computer and tablet users at Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. SCOPE AND APPLICABILITY

This policy applies to all computer and tablet users at NPRC, including, but not limited to, guests, staff, employees, faculty, students, and external entities.

3. REFERENCES

- 3.1 INDX-0010 Master Policy Index
- 3.2 NPRC-5015 Technology Resources Acceptable Use Policy
- 3.3 FORM-5015 Technology Acceptable Use
- 3.4 NPRC-5017 Email Management
- 3.5 NPRC 2110 Employee Code of Conduct
- 3.6 NPRC-3235 Behavioral Code of Conduct for Students

4. DEFINITIONS

- 4.1 Access is to approach or use an information resource.
- 4.2 For the purposes of this policy, the term “Equipment” shall refer to the laptop or tablet, power cord, charging brick and, in some instances, protective case assigned or loaned to a User.
- 4.3 The Director of Information Technology is the person responsible for the College’s information resources.
- 4.4 For the purposes of this policy, the term User shall include the following: faculty, staff, employees, students, contractors, subcontractors, employees of contractors,

volunteers, business associates, and any other persons who are determined and notified by the College to be subject to this policy. This definition does not create any additional rights or duties.

- 4.5 A Password is a string of characters known to a computer system or network and to a user who must enter the Password to gain access to an information resource.
- 4.6 A Web Browser is an application used to access and view websites (e.g. Microsoft Internet Explorer, Google Chrome, or Firefox).

5. POLICY

- 5.1 Equipment must be kept in a laptop protective bag or case when not in use. Equipment may not be kept in book bags or back packs that may contain other items that may cause damage to the Equipment;
- 5.2 The protective bag or case containing the Equipment should be handled gently and never thrown or tossed around;
- 5.3 Care must be taken to keep any food, beverages or liquids from spilling onto the Equipment;
- 5.4 When working at a desk or table with the Equipment, no open beverages or liquids should be on that desk or table.
- 5.5 User will make no attempt to clean or repair the Equipment unless prior permission has been received from the Director of Information Technology.
- 5.6 Users may not deface or mark NPRC Equipment in any way (e.g. with stickers, tape, white out, markers, pens, etc.).
- 5.7 One User account with specific privileges and capabilities shall be assigned to each laptop. The User agrees to make no attempts to change or allow others to change the privileges and capabilities of the assigned User account.
- 5.8 Users shall make no attempt to add, delete, access, or modify other User accounts on the equipment.
- 5.9 Users shall not share their User account information, including, but not limited to, the account's name, logon, password, or files for any reason.
- 5.10 The Equipment must be used in accordance with the terms of this policy statement and the criteria FORM-5015 Technology Acceptable Use
- 5.11 The web browser history may not be deleted or modified in any way.

- 5.12 Equipment use is limited to activities associated with the completion of course work or job requirements except as provided for by this policy statement, NPRC-5017 Email Management, or FORM-5015 Technology Acceptable Use.
- 5.13 Installation of peer-to-peer file-sharing programs is prohibited. File-sharing through use of audio and/or video file applications, such as iTunes or similar programs, is prohibited.
- 5.14 User may not install or use any software other than software owned or approved by NPRC. User agrees not to make any unauthorized use of or modifications of such software.
- 5.15 NPRC is not responsible for any computer or electronic viruses that may be transferred to or from data storage medium. User agrees to use their best effort to assure that the equipment is not damaged or rendered inoperable by any such electronic virus while in User's possession.
- 5.16 Violation(s) of this policy may result in the loss of access to the laptop computer or additional disciplinary action(s) per NPRC-2110 and NPRC-3235.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 All Users of NPRC Equipment are responsible for adhering to this policy.
- 6.2 The Director of Information Technology is the person responsible for with maintenance and security of the College's information resources.
- 6.3 The Vice President for Finance and Administration is responsible for the administration of this policy.

7. REVIEW STATEMENT

This policy shall be reviewed on a regular basis at least once every five years per the Policy Review Schedule established by the President or his designee. A review of the policy may be requested prior to the timeframe outlined by the policy review schedule by any student, faculty, staff, administrator, or board member. Such a request must be submitted in writing to the office of the President and must address specific concerns. Upon receipt of such a request, a complete review of the policy will be conducted within three months. Upon review, the President or President's designee may recommend to the Board of Trustees that the policy be amended or repealed.

8. SIGNATURES

Signature on file

Chair, Board of Trustees

Date

Signature on file

President

Date

Attachments: None

Distribution: Board of Trustees; <https://regionalcollegepa.org>

Revision Notes: Policy in Origination