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502.01 -- University Laptop Use Policy

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UNIVERSITY
~PORTLAND, OREGON~

Title: University Laptop Use Policy

Constituents: University Faculty, University Staff, University Students, and Authorized Users of University Resources (Vendors, Partners)

CATEGORY INFORMATION TECHNOLOGY (5500)	Requested Implementation Date: October 1, 2016	POLICY NUMBER 502.01
	Approval Date: October 14, 2016	

POLICY STATEMENT

General Responsibility

This policy applies to all university owned laptops issued to faculty and staff of Concordia University.

Laptops are issued to university employees as a means to best facilitate their work product. University owned laptops are to be used only by the employees of the institution or authorized users. They are not a replacement for a home or personal computer.

These systems may be used for incidental personal use, but are not to be used by family, friends or other unauthorized parties.

University-issued laptops may not be used for any illegal activity, including but not limited to the downloading and/or installation of illegal software or media. You may not modify access rights or security permissions on the laptop to circumvent the protection of the university hardware or software. This includes removing or disabling the anti-virus/anti-malware package installed on all university systems. Employees are encouraged to bring any questions surrounding security permissions to the university IT department for assistance.

To protect sensitive university information, all files that contain any personal, confidential or sensitive information should be stored on university network servers and be accessed remotely via secure VPN or VDI whenever possible, rather than being stored locally on a laptop hardware. This is to prevent loss of control or breach of security or confidentiality should the laptop be lost

or stolen. For users needing to carry sensitive information on their laptops, the use of local encryption technology on the laptop or device is required.

Enforcement

Persons who fail to adhere to this Policy may be subject to penalties as provided by law and/ or disciplinary action, including dismissal or expulsion. Violations will be handled through the University disciplinary policies applicable to employees and students. The University may also refer suspected violations of applicable law to appropriate law enforcement agencies.

Unauthorized or fraudulent use of University computing or telecommunications resources can also result in felony prosecution as provided for in the Federal and respective State of Oregon or State of Idaho Statutes.

Compliance

I have read and I understand the above CU-Portland General IT Security Policy and will adhere to all applicable laws, rules, regulations and policies pertaining to the security and protection of the University's electronic information resources.

REASON FOR POLICY

To establish guidelines for information technology security.

RELATED INFORMATION (Optional)

CU-Portland IT Policies: *Acceptable Use Policy, Lost or Stolen Technology Policy*

RESPONSIBLE UNIVERSITY DEPARTMENT / OFFICE

Department of Information Technology Services
Concordia University – Portland
2811 NE Holman Street
Portland, OR 97221

FORMS / ONLINE PROCESSES
TBD