

**Business and Fiscal Affairs
DRAFT as of 5/7/13**

Jeannine in IT reviewed this document and made revisions.

AP 6535 USE OF DISTRICT EQUIPMENT

Reference:

Education Code Section 70902

NOTE: This procedure is suggested as good practice. Local practice may be inserted. The following is an illustrative example.

Each member of the District staff shall be responsible for equipment under his/her control. Employees are personally responsible for using their issued equipment for legitimate and authorized purposes. Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate administrator.

Equipment that is lost or stolen may be replaced upon submission of a request through the appropriate administrative office. The request must include an explanation about the loss or theft of the equipment and a justification that replacement is essential to the activity served. All computer equipment requests are routed to the District Chief Technology Officer (CTO) for review and approval for standards and compatibility prior to purchase.

The District Information Technology Services (ITS) and the College Information Technology (IT) departments maintain, for their respective areas of responsibility, a list of computer equipment by manufacturer, model number, serial number, and physical location. This includes all computer equipment assigned to a specific employee or departmental work area such as desktops, laptops, iPads, and printers, as well as server and network equipment housed in the District Data Center and remote server rooms at the colleges.

District equipment shall not be loaned to persons not employed by or enrolled in the District.

Equipment shall only be removed from campus with proper authorization(s).

[NOTE: Insert local practice regarding obtaining authorization.]

Computer equipment is issued for remote usage on an exception basis and must be approved by the responsible administrator and the District CTO. Computer equipment is provided on a temporary basis for employees to support offsite job-related work, while on travel or attending a conference to facilitate teaching, communications, and other administrative tasks. As a condition of equipment use off-campus, employees must comply with and agree to the following: (1) Safeguard the equipment at all times from theft or damage, especially while travelling (2) Report equipment loss, damage, or theft with explanation right away (3) Equipment shall only be removed from campus with proper authorization (4) Do not download sensitive employee and student information such as SSNs and W-numbers (5) Do not install software or hardware without prior approval (6) Do not loan equipment to other employees as well as to other persons not employed by the District.

NOTE: The **red ink** signifies language that is **suggested as good practice** by the Policy and Procedure Service and their legal counsel. This document was reviewed by Lorenzo on March 22, 2013.

Date Approved:

(This is a new procedure recommended by the Policy and Procedure Service)