

9.1.3 IT Campus Laptop Procedure

Status: *Rescinded and Archived*

Rescinded Date: 9-10-2025

Created: October 1, 2022

Information Technology works with Senior Administration in affording access to laptops, iPads, and handheld devices to those faculty/staff who submit a formal request through a designated dean, director, or department chair who will verify the need for the senior vice president, vice president, or chief financial officer. In most instances, these allocations are prioritized by:

Roles in the college that allow for a remote work schedule as verified by the appropriate supervisor,

Roles in the college that require off-campus access beyond the normal scope of work,

Interruptions to campus access due to individual or community health concerns that might require isolating one or more faculty/staff,

College laptops and other issued devices are to be used for college-related business as a productivity tool, curriculum enhancement/development tool, and for research and communication.

Laptops should be used inside and outside the college to enhance and facilitate teaching and/or administrative duties and follow the College Acceptable Use Policy. Laptops are intended for the sole use of the faculty/staff member to whom it is assigned and should not be shared with family, friends, or others in compliance with college security protocols.

Laptops are the property of Sandhills Community College. It is the employee's responsibility to protect the laptop from theft and to use it with care. The college incurs a substantial loss if it is damaged or stolen. Users should remember that small devices of very high value are prime targets for theft. In the case of lost or stolen laptops, users should contact Information Technology Services (ITS) who will make every attempt to recover the lost laptop through tracking software or, if not recoverable, will remotely wipe of data and report as lost to college inventory personnel. Campus police will be notified to determine if external authorities should be notified.

Decisions of replacement laptop will be coordinated through ITS and senior level administration.