SAINT MARY'S COLLEGE OF CALIFORNIA
POLICY FOR COLLEGE-PROVIDED MOBILE COMPUTING

Revision Approved May 2016

(Note: The Policy governing the use of College-funded **Mobile Telephone** equipment is located on the Business Office pages on www.stmarys-ca.edu, under Accounts Payable, and is entitled *Cell Phone Policy, Procedures and Form*)

1.0 General

Mobile computing equipment belonging to Saint Mary's College of California (Saint Mary's), such as laptop or tablet computers, may be issued to Faculty and Staff Users as needed for the requirements of the official academic or administrative tasks they perform. The equipment shall remain in the possession of the User until the end of the term specified in the *Mobile Computing Equipment Lending Agreement*, which will be provided to the User when the equipment is delivered, and must be signed by the User before taking possession of the equipment. This equipment should be used primarily for College-related work. Excessive use for non-College related activities is not appropriate. Any personal or private communications, data or information that a User may store on Saint Mary's mobile computing equipment will be exposed to Saint Mary's during routine maintenance and repair (see 3.0 below). Additionally, Saint Mary's shall not be responsible for the loss or disclosure of any personal data, information or communications maintained by a User on Saint Mary's mobile computing equipment.

2.0 Software not provided by the College

Mobile computing equipment must be used in compliance with all applicable copyright laws. This means that only properly licensed software may be installed on College-owned equipment. The User will ensure that any software he/she installs on College-owned mobile computing equipment is covered by licenses owned by Saint Mary's, or has licenses that permit the installation and use of the software on College-owned equipment, or is open-sourced (free, without restriction). The User will also maintain records of the licenses and purchase information of any such software so that it can be produced, if required, during a copyright audit. In addition, due to resource limitations, IT Services cannot provide support for any non-College provided software that a User installs on College-owned Mobile computing equipment, other than for its removal.

2.1 Prohibited Software

There are certain classes of non-College provided software that Users are not allowed to install on any mobile computing equipment owned by Saint Mary's. However, if a specific institutional or business need that can only be fulfilled by the use of prohibited software can be documented by the User, an exception to this provision may be obtained after approval by the appropriate subcommittee of the Technology Planning and Policy Committee (TPPC).

1. Peer to Peer (P2P) File Sharing Software, such as BitTorrent, can be easily mis-configured, and can expose College assets and information to risk and illegal copying by others. P2P software may not be installed on College-owned computing equipment, unless an exception as outlined above is obtained prior to installation.

3.0 Maintenance and Repair

Saint Mary's reserves the right to recall the provided equipment for inventory, upgrades, repair, replacement, or for any other reason, and the User will return the equipment in a timely fashion when recalled. Efforts will be made to minimize the inconvenience of a recall to the User. College-owned equipment shall not be repaired or altered in any way except by IT Services personnel. The User shall notify the ITS Service Desk promptly when any repair is needed.

4.0 Protection of Sensitive and Legally Protected Data on Mobile Computing Equipment:

Legally protected and sensitive data may not be stored on a laptop hard drive or portable digital media in unencrypted form. Such data should normally be stored on College file servers, and Mobile equipment Users should download the data to their computing device only when needed, and then upload changes and remove the data from the mobile computing device when the work is finished. When compelled by circumstance to use portable media (thumb drive, SD card, etc.) to transport or temporarily store legally protected or sensitive data, Users should employ only encrypted portable media and carry or store it separately from the mobile device.

5.0 Damage and Loss

The User must report any damage or loss of the provided equipment to IT Services immediately. Stolen equipment must also be immediately reported to Public Safety and to the Police agency with jurisdiction over the location where the theft occurred.

5.1 Responsibility

Damage to College-owned equipment or loss caused by neglect or carelessness may cause all or a part of the repair or replacement costs to be charged to the User. Saint Mary's may consider a failure by the User to report loss or damage in a timely fashion as evidence of the User's responsibility for such loss or damage. Failure by the User to abide by this policy may result in the revocation of all borrowing privileges to mobile equipment owned by Saint Mary's.

5.2 Loss of Sensitive Information

Users must report the loss or theft of a laptop, tablet, portable digital media or any other device containing legally protected and sensitive information as defined by the *Saint Mary’s College Institutional Information Security Policy*, or any other College Security Policy, immediately, to the Information Security Officer (ISO) and to their supervisor or department chair.

Related IT Policies

Saint Mary’s College of California Technology Use Policy
Saint Mary’s College of California General Policies Governing the Use of Information Technology
Saint Mary’s College of California Policy Governing the Attachment and Use of Personally-owned Computing Equipment on the Saint Mary’s Network
Saint Mary’s College of California Password Policy
Saint Mary’s College of California Web and Blog Use Policy
Saint Mary’s College of California Institutional Information Security Policy