



Administrative Policy

Policy Type:	Information Technology
Policy Title:	Respectful Use Policy
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Office Responsible:	Information Technology
Reviewing Committee:	MAK
Related Policies:	Responsible Use Policy
Related Laws:	

Policy Summary: Respectful Use Policy

The purpose of this policy is to ensure proper care and use of Jackson College technology. This will help extend the life of the technology equipment and allow the College to conserve funds.

Scope

This policy applies to all current Jackson College employees.

Policy Statement

Jackson College encourages the use of technology equipment and makes it widely available to employees. Technology equipment is assigned or issued to employees for the sole purpose of carrying out official duties in the most efficient and effective manner. All equipment is provided for use by the employee only and should not be given to others for non-College use.

Responsibility for the use of each piece of equipment, as well as for the security and care of the equipment, resides with the employee to whom the equipment is assigned or issued.

In order to ensure the security and appropriate use of this equipment, certain rules must be adhered to by any employee to whom the equipment is assigned or issued.

These rules are as follows:

1. Employees shall exercise prudence, good judgment and due care in looking after equipment and take all reasonable measures to protect it from damage, loss or theft.
2. Where it is determined that the equipment was lost, stolen, damaged or destroyed due to the employee's negligence or failure to exercise due care, the employee's assigned department will be required to pay a portion of the replacement or repair costs.
3. Where it is determined that such property was stolen by the employee or with the employee's assistance, the matter will be handled by the human resources department, which may proceed with disciplinary action against the employee.

In the event that equipment is lost or stolen, the employee shall report the loss or theft to information technology as soon as possible. If the lost or missing equipment contained secure information, it must be reported immediately to the human resources department.

The following are guidelines to assist in protecting a notebook, or a Jackson College-owned mobile device:

1. Users must always transport the device in its provided carrying case.
2. The device shall not be left unattended in a public area, since they are highly prone to theft and loss.
3. Users shall use devices on stable furniture and ensure that power cords do not present a trip hazard (which can cause bodily harm and device damage).
4. Users must not place notebook on cloth surfaces (furniture, pillows, etc.). Air circulation from the bottom of the notebook is necessary to prevent overheating damage, and cloth blocks the air vents.
5. A device should never be stored or left unattended in a vehicle for any length of time. Storing a device in a car renders it vulnerable to theft and/or possible damage due extreme heat or cold.
6. Users shall keep notebook lids closed when the device is not in use, and store all technology equipment in carrying cases (to prevent damage from debris).
7. Users shall carry the notebook appropriately, not by its screen or by attached cords.
8. Users must not leave objects on the notebook keypad and close the lid.
9. Users shall refer all repair needs to the Jackson College Solution Center or appropriate information technology staff.

Date Of Change	Description of Change	Responsible Party
4/11/12	Initial Policy	J. Dobbs
5/23/14	Policy Update	J. Dobbs
12/10/15	Update for style guide	D. Schissler