



## **PROCUREMENT AND USE OF UNIVERSITY-OWNED LAPTOPS AND TABLETS**

**Policy Title:** Procurement and Use of University-Owned Laptops and tablets

**Policy Type:** Administrative

**Policy Number:** 32-03 (2014)

**Approval Date:** 07/17/2014

**Responsible Office:** Information Technology Services

**Responsible Executive:** Vice President for Finance and Administration

**Applies to:** University Faculty & Staff

### **POLICY STATEMENT**

University owned devices are made available to University Faculty and Staff on a case by case basis. This document outlines the requirements for the procurement of a University distributed computing device.

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### **CONTACT(S)**

Information Technology Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by the BOV Policy #1 (2014) <https://www.nsu.edu/policy/bov-01.aspx> through the appropriate governance structures. Questions regarding this policy should be directed to Information Technology Services.

## **STAKEHOLDER(S)**

Budget Executives, Deans, and Directors  
Employees requiring laptops and tablets access  
Individuals acting in a supervisory capacity  
Accounts Payable  
Information Technology Services

## **PURPOSE**

This policy establishes guidelines for procurement, possession, and appropriate use of University-owned laptops and tablets. The policy is designed to eliminate inappropriate assignment of laptops and tablets to staff and guide the proper use of university technological resources.

## **ENTITIES AFFECTED BY THIS POLICY**

All Norfolk State University full and part-time employees, including wage employees. This policy also governs laptops and tablets acquired via grants and contracts awarded in Norfolk State University's name. Teaching faculty members are exempt from the requirement to justify a need for a university-owned laptop and tablet. Department heads may establish laptops and tablets use policies that are more but not less restrictive than this policy.

## **ELIGIBILITY AND USAGE OF A UNIVERSITY-PROVIDED LAPTOP AND TABLET**

1. Justification for University-provided laptops and tablets: The following are the basic criteria for establishing a need for a university-provided laptop and tablet.
  - a. A requirement to travel frequently on University business
  - b. A requirement to make frequent presentations on University business using a computer while off campus
  - c. A need for an individual to communicate with university computing systems while on travel
  - d. A need for an individual to complete specific projects assigned by the immediate supervisor or connect to university systems after normal business hours from remote locations

If an individual meets one or more of these criteria, the approving authority may consider the applicant a viable candidate for the issuance of a University-owned laptop and tablet.

2. Appropriate System Configuration: Information Technology Services will make a laptop and tablet recommendation based on individual business requirements as

- requested by the approving authority.
3. Departments requesting a laptop and tablet will be responsible for purchasing equipment out of their budgets.
  4. Acceptable Use of Laptops and tablets: The use of a University-provided laptop and tablet will be governed by related policy, NSU 32-01, on Acceptable Use of University Technological Resources.
  5. Failure to comply with this University policy may result in disciplinary action to include termination of computing privileges.

## **PUBLICATION**

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the appropriate Website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary. Failure to meet the publication requirements does not invalidate this policy.

## **REVIEW SCHEDULE**

- Next Scheduled Review: 10/01/2021
- Approval by, date: President, 07/17/2014
- Revision History: 03/17/2004; 04/01/2016; 04/26/2017, 10/1/2018
- Supersedes (previous policy): OIT 60.202 and 48-03 Procurement and Use of University-Owned Laptops and tablets

## **RELATED DOCUMENTS**

1. ADMINISTRATIVE POLICY # 32- 01 (2014) Acceptable Use of Technological Resources: <https://www.nsu.edu/policy/admin-32-01.aspx>.

## **FORMS**

1. Technology Purchase-Approval Form: <https://www.nsu.edu/About/Administrative-Offices-Services/its/files/Technology-Purchase-Approval-Form.aspx>.