1. POLICY STATEMENT

Employees of The Community Solution Education System ("The System" or "System") and its Member Colleges access applications and data using a variety of devices, such as a laptop computer, desktop workstation, smart device, and in-class learning devices. The System provides some of these devices and associated equipment for employees, and also allows limited access to business applications and data through personally owned devices (see Mobile End User Device Policy).

In order to maintain an stable, supportable, technically current inventory of computers, the System defines and manages a standard technology refresh cycle for equipment, according to the device types.

2. PURPOSE

The purpose of this Policy is to orient employees to technology refresh standards and to ensure System-owned equipment is purchased, supported, maintained and retired in a standard manner.

3. APPLICABILITY

This policy applies to all fulltime employees of the System and its Member Colleges.

4. DEFINITIONS

4.1 Member College

Member College means any educational institution that is part of an affiliated education system or group of educational institutions with the System, including but not limited to The Chicago School, Pacific Oaks Education Corporation, the Santa Barbara and Ventura Colleges of Law, Saybrook University, University of Western States, and the Kansas Health Science Center.

4.2 Device

Any computing mobile personal computer (e.g., laptop), consumer device (e.g., smartphone, tablet) or other mobile device that can store information and connect to networked information technology resources.

4.3 User(s)

Any System or Member College employee, contractor, temporary worker, student worker, and agent who uses a Mobile End-User Device that accesses System or

Member College networks, services, and systems or is used to conduct System or Member College business.

5. Refresh Policies by Device Type

5.1. Laptop and Desktop Computers

All fulltime employees of the System and its Member Colleges are issued one laptop computer or desktop computer upon hire. Users who are not fulltime employees are not issued computers unless an exception is requested and approved by the Chief Information Officer.

The computer will come out of System inventory, and may be a new or previously-used machine that has been restored for re-distribution. The computer refresh schedule will be based on the cumulative age and use of the computer. Thus, the refresh time cycle will not start over if a used computer is provisioned to a new employee.

The computer is permanent property of the System. It does not belong to the employee or Member College. Employees and Member Colleges are not permitted to trade, swap, sell, donate, or reformat their computer. Retired computers must be returned to IT for secure e-wasting.

Current computer standards and refresh time cycles are maintained in the following article: *When will my company-issued machine be updated/refreshed/upgraded?*

5.2. Monitors and Peripherals

Employees who have a designated work area desk (e.g., cubicle, office) at a System office or Member College campus will be provided additional peripherals and equipment to complete a full workstation setup. Current equipment standards are maintained in the following article: *What peripheral devices does Information Technology provide?*

Desktop computers, monitors and peripherals are to remain in the workers location. If the employee is scheduled to move to a different desk or office location, IT must be contacted to physically move and re-install the workstation setup in the new location. Desktop computers and workstation equipment must not be removed from the workarea by non-IT employees.

Monitors and peripherals have long lifetimes and are therefore not refreshed on a defined cycle. If equipment experiences problems, employees should contact the Help Desk to have it fixed or replaced.

5.3. Equipment for Remote Work

Monitors and peripherals for use in the home or other locations outside of offices and campuses are not provided to employees. At their discretion, the System Office and Member Colleges may opt to announce and manage a reimbursement program for home workstation equipment. Please contact your local HR representative to inquire about any such programs that may be in effect. IT may assist employees in making choices for remote equipment purchases, but will not make those purchases on behalf of the employee. The System does not refresh any equipment for remote working, except for the issued laptop computer.

5.4. Mobile Devices

Please refer to the Mobile End-User Device Policy regarding mobile device usage with the System's IT systems.

5.5. Lost or Stolen Laptop Computers

If an employee's laptop is suspected to be stolen or missing, employees aware of the loss or theft should immediately report the loss or theft to System IT, and the employee must follow all applicable requirements in the Data Incident Notification Policy. The employee may also be required to file a police report related to the stolen computer, which will be stored in the HR management system.

The cost to replace a lost or stolen computer is the responsibility of the Department or Member College of the employee. A computer will be purchased or pulled from inventory once IT is informed of who will pay for the replacement.

6. RELATED DOCUMENTS

- Highly Sensitive Data Policy
- Data Incident Notification Policy
- Computer and Email Usage Policy
- Mobile Phone Reimbursement Policy

7. CONTACTS

- Information Technology