

**Blue Ridge Community and Technical College**  
**Office of Information Technology**  
**Laptop Policy**

**I. Overview**

Blue Ridge CTC is committed to providing an appropriate computer system for each fulltime faculty and staff member. This policy addresses the need by some faculty and staff members to have a laptop computer.

A laptop is intended for use for college-related business as a productivity tool, curriculum tool, and for research and communication. It is not intended as a replacement for any computers that may be owned personally. Use of the laptop for personal purposes should be within the standards of good judgment and common sense, in compliance with the college's published policies on acceptable use, and as required through the terms and conditions of applicable software license agreements.

**II. Process**

All orders for laptops must be processed through the Office of Information Technology. The laptop must be a configuration, model and brand approved by the Office of Information Technology.

- Ownership of the laptop computer will reside with the College and must be returned when employment ends.
- Blue Ridge CTC will offer operating system and application software upgrades, laptop users may not be able to benefit from these upgrades due to hardware limitations as the laptop ages.
- The Office of Information Technology support of college owned laptops will be equivalent to that provided for college owned desktop computers. Direct support will only be provided while laptops are on campus.

**III. Responsibility**

It is the faculty/staff member's responsibility to take appropriate precautions to prevent damage to or loss/theft of your laptop computer. The faculty/staff member or department may be responsible for certain costs to repair or replace the computer if the damage or loss is due to negligence or intentional misconduct.

**IV. Theft**

If the laptop is lost or stolen it must be reported to the Office of Information Technology immediately. For theft or loss off campus, it should also be reported to local police as well. The police report should include the serial number for the lost computer. A copy of the police report must be sent to the Office of Information Technology within 48 hours of the discovery of the loss.

**V. Upgrades and Troubleshooting**

When a laptop require hardware upgrade (e.g., memory, peripheral, or hard disk), software installation, or have problems that cannot be resolved over the telephone, the computer will need to be brought to campus for hardware service, software installation, or problem diagnosis.

## **VI. Software Licensing**

The laptop will be configured with a standard suite of programs that are appropriate for the type of computer you received based upon the campus software standards. It is also possible that the College, based upon your professional needs or the requirements of the laptop, will provide other applications to you. Periodically, the college changes software agreements; when software agreements change, you must bring the laptop in for update.

The college has policies for appropriate use of software, including the requirement to demonstrate legal license to a program before installation on a college-owned computer. You must provide the Office of Information Technology a copy of the license agreement for software. You may not load games, entertainment software or personal finance software on a college-owned laptop computer. For additional information regarding software piracy and software licensing visit: <http://www.bsa.org/usa/antipiracy/> and <http://www.definetheline.com/>.

## **VII. Off Campus Internet Access**

The Office of Information Technology will neither provide Internet access to you from off campus nor configure your laptop to work with your ISP. Although the Office of Information Technology may offer some tips or advice about best practices for off-campus use, it will be up to you and your ISP to make remote connections work.

## **VIII. Backup**

You are responsible for maintaining an appropriate backup of your laptop, especially of the work-related documents and data files you create that are not restored when reinstalling the operating system and programs. It would be prudent to establish a process of copying the data files you use on the laptop to your “N” drive storage area as an added precaution against data loss. You should not use the “N” drive storage to backup personal documents or data files.

## **IX. Virus, Hacking, and Security Protection**

Users must take responsibility for ensuring that security updates take place on laptops in their care. ***To ensure that virus protection and other security patches are current, laptop users are required to make an appointment with the Office of Information Technology once per quarter for maintenance.*** The Office of Information Technology will make every effort to return your laptop the same day as the appointment.