

CSUF Laptop Computers Protocol

The CSU, Fullerton Rollout program is providing a laptop computer for faculty and certain staff members. This new program addresses the need by faculty and staff members to have a laptop computer in addition to a desktop computer. The laptop (like your existing desktop computer) provided is for use on university-related business as a productivity tool, curriculum tool, and for a research and communication tool. It is not to be used as a personal computer or a replacement for any computers that may be owned personally. The laptop is state property and may not be used for personal purposes other than minimal and incidental use and must be used in conformance with the terms and conditions of applicable software license agreements.

I. Responsibility for Damage, Loss or Theft

It is the faculty/staff member's responsibility to take appropriate precautions to prevent damage to or loss/theft of his or her laptop computer. CSUF/IT will not repair physically damaged laptops or replace the laptop computer unless the cost of repair/replacement is paid by either the Department or the individual user.

If the laptop is lost or stolen it must be reported to local police and Information Technology immediately. The police report should include the serial number for the lost computer. A copy of the police report must be sent to Information Technology within two business days of the discovery of the loss.

II. Upgrades and Troubleshooting

If a laptop requires hardware upgrades (e.g., memory, peripheral, or hard disk), software installation, or has 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. Help Desk staff will not visit a home or go to off-campus locations to provide services.

III. Software Licensing

The laptop will be configured with a standard suite of programs that are appropriate for the type of computer the user received based upon the campus software standards. It is also possible that other applications will be provided to the user by the university based upon the professional needs or the requirements of the laptop. The University has policies for appropriate use of software, including the requirement to demonstrate legal license to a program before it can be installed on a university-owned computer.

IV. Training

Users must sign up for a 30-minute basic instruction course and agree to this protocol prior to picking up the laptop. There will be optional training available via ETD and FDC to maximize productivity of the laptop in teaching and work environments.

V. **On / Off Campus Access**

The laptop is equipped with wireless connection that allows the user to access the Internet on campus and off campus. Users may connect the laptop to the Internet from locations other than campus, such as through an Internet service provider (ISP) at your home. The laptop will be configured with a wireless, modem and Ethernet, three common ways to connect to the Internet through an ISP. The campus VPN (Virtual Private Network) software will be loaded into each laptop to allow secure access to the university network. Users must comply with all University policies, particularly computer and internet guidelines, when using the laptop on or off campus.

VI. **Backup**

Users are responsible for maintaining backup of the laptop. Work-related documents and data files on the laptop are not ordinarily backed up or stored on any University hardware and the University is not responsible for the loss of documents or files from the laptop. If you have questions about backing up your laptop documents or files please contact the Help Desk.

VII. **Virus, Hacking, and Security Protection**

To ensure that virus protection and other security patches are current, laptops should be connected to the university's network at least once per week during the Spring and Fall Semesters and users must take responsibility for ensuring that security updates take place on laptops in their care. In the case of a significant security alert, users may be contacted by e-mail and/or voicemail, to bring in their laptops to the helpdesk to ensure proper security is enabled on the laptop. Although the help desk pushes updates to University computers, laptops that are frequently off the university network may require manual updating. All user data on the laptop will be encrypted and both laptops and hard disks will be password protected.

VIII. **General Information**

You must not use your laptop to violate any state or federal law or to violate any CSU or CSUF University policy. You may not use the laptop for any non-educational commercial purpose.

The above provisions are subject to revision by CSUF. You will be informed of any changes. In the event of revision to the protocol you agree to conform to the revisions or to return your laptop computer to CSUF. Laptop users should consult with their chair or supervisor if they have any questions about the appropriateness of any use or practice related to the laptop.

I acknowledge that I have read the above provisions and I will follow these protocols.

Dated

Signature