OFFICE OF INFORMATION TECHNOLOGY
Policies and Procedures Manual

4.5. Technology Ownership and Use Policy

4.5.1. Approval and adoption

4.5.1.1.   Approved by the Chief Information Officer and Executive Vice President and adopted effective 5/4/2006.

4.5.1.2.   Expanded to clarify ownership, use, and audit processes and responsibilities. Approved by the Chief Information Officer and Executive Vice President and adopted effective 8/20/2007.

4.5.1.3.   Updated naming of ULV to La Verne, as well as formatting. Reviewed and approved by the Interim Chief Human Resources Officer. Chief Information Officer, and the Vice President for Facilities & Technology Services and adopted effective 11/1/2017.

Signature/Title/Date:

4.5.2. Purpose

4.5.2.1.   To specify ownership of technologies purchased by the University of La Verne.

4.5.3. Policy

4.5.3.1.   Regardless of the source of funding for the purchase of technologies, all hardware and software purchased or obtained by the University through departmental budgets, grants, donations, or other University-related activities are the property of the University of La Verne and may not be appropriated for personal use or kept after separation from employment.

4.5.3.2.   All University technologies are provided to assist employees in the performance of their jobs and should only be used to conduct official University business.

4.5.3.3.   Upon termination of employment, all mobile (non-work area) University technologies in the terminating employee's possession, regardless of how that technology was obtained, must be physically returned to the Office of Human Resources, who will forward to the Office of Information Technology.

4.5.3.4. Department managers/chairs are responsible for ensuring any office technologies assigned to an individual for use in their work area (desktops, printers, faxes, etc.) remain in the office for reallocation when a person leaves the employ of the University. These technologies may not be removed and reassigned to other personnel or areas without prior written OIT approval.

4.5.3.5. Desktop computers, servers, printers, telephones, and other stationary technologies assigned to an individual and installed in their office or department <u>may not</u> be removed from the office or department or reassigned to another individual without prior express written authorization from the Office of Information Technology.

4.5.3.6. Portable technologies such as laptop computers, cell phones, and personal communication devices (iPad etc.) assigned to an individual <u>may not</u> be reassigned to another individual without prior express written authorization from the Office of Information Technology.

4.5.3.7. All campus technologies are subject to both physical and electronic audits of hardware and software for inventory control, software licensing, and information security purposes.

4.5.3.7.1. All campus technologies are subject to these audits and individuals may not prevent the audits from being conducted.

4.5.3.7.2. Individuals assigned portable technologies such as laptop computers, cell phones, and personal communication devices (iPaqs and iPods), will bring the items to campus for audit purposes when requested to do so by the Office of Information Technology. Failure to comply with such a request can result in said technologies being returned to the University for permanent reassignment.

4.5.4. Procedure

4.5.4.1. Employees who are leaving the employ of the University of La Verne must return any mobile University-owned technology (laptops, cell phones, PDAs, data projectors, etc.) in their possession to the Office of Human Resources.

4.9.2. Enforcement

4.9.2.1. Employee violations of any part of this policy will result in disciplinary action up to and including dismissal.

4.9.2.2. Student employee violations of any part of this policy will result in

disciplinary action up to and including suspension or expulsion.

4.9.2.3.   The provision of University technologies is a privilege granted to individuals to perform their University duties. Misuse of these technologies could result in the loss of this privilege and therefore the inability to perform one's job.