



## **Faculty and Staff Computers Procedure**

**Procedure Number:** 513P

**Responsible Office:** VP of Information and Engineering Technologies (IET) and College Computing

**Forms:** N/A

**Effective Date:** 02/29/2024

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### **1. Purpose**

This policy procedure details the specific actions to be taken by all Northern Virginia Community College (NOVA) employees, including full and part-time staff, faculty, contractors, consultants, volunteers, interns and student hires, and students (collectively “users”) who use computers purchased with College funds.

### **2. Definitions**

*Administrative Access:* administrator account and password established by the College IT staff that allows full access to computer and the software loaded on it.

*College Funds:* any funds administered by the College or its faculty and staff, including state general funds, technology funds, ETF funds, local funds, or grant funds that do not specify otherwise.

*Encryption:* encryption translates data into another form, or code, so that only people with access to a secret key (formally called a decryption key) or password can read it. A login password on a device does not substitute for encryption.

*Individual Unit:* the College department or division that will cover the costs of upgrades beyond established minimum standards.

*Laptop Computer:* a portable computer with a built-in screen, keyboard, and cover that includes a hard drive and multiple ports for external connection; and is capable of running the full version of the current Windows or Apple operating system.

*Minimum Standards:* the model and specifications that define the processor, hard drive, screen resolution, and other technical aspects of a computer that define the required minimum operating characteristics of it.

*Network Hardware and Licensing:* the collection of network switches and servers that allows a computer to access remote devices, servers, and the internet. In addition to the hardware, each computer requires a variety of licenses for internal software and the part of the network and related remote devices.

*Refresh Cycle:* the specific time period for use of a device before it is replaced with a newer one.

*Standard Monitor, Keyboard, and Mouse:* the basic monitor, wired keyboard and wired mouse established as part of the College minimum standards at the time of purchase.

*Upgrades:* any hardware or software (operating system) that is beyond the established minimum standards in effect at the time of purchase.

*Workstation:* a computer or similar device that allows the user to access software and the internet. The software may be loaded on the device or accessed from a remote server.

### 3. Procedure

1. All full-time employees and individuals in permanent P3 positions will be issued one College Windows laptop computer that is to be used for College business on and off College sites.
  - a. The laptop will meet the established minimum standards in effect at the time of computer purchase.
  - b. Costs for upgrades beyond the minimum standards are the responsibility of the individual unit requesting the upgrade. They require the approval of the Administrative Council member and the Chief Information Officer (CIO).
  - c. Desktop computers may not be substituted for the assigned faculty and staff computer.
  - d. MacBooks are considered an upgrade and the extra costs are the responsibility of the individual unit requesting the upgrade. The costs will include the cost of extra software licensing required by Macs. They require the approval of the Administrative Council member and the CIO.
  - e. The assigned computers will be replaced on the established refresh schedule out of the central College technology refresh budget. The extra costs of requested upgrades or MacBooks remain the responsibility of the individual unit.
  - f. One laptop dock, one standard monitor, wired keyboard and wired mouse may be provided based on business need. Cost for additional monitors or items are the responsibility of the individual unit.
  - g. If the employee does not regularly need a personal computer, and would not be expected to work remotely, an alternative workstation may be provided with the approval of the CIO.
2. Employees who require a second computer due to specific work requirements must have the approval of the CIO prior to purchase.
  - a. The second computer must meet or exceed the established minimum standards at the time of issue.
  - b. All costs associated with the second computer and the related backend network hardware and licensing costs are the responsibility of the individual unit.
  - c. The second computer must be refreshed and turned in to IT on the established refresh schedule, and all refresh costs are the responsibility of the individual unit.
  - d. Adjunct faculty, employees in P14 status, and student employees will not routinely be issued computers. Computers will be available for their use at NOVA locations.
  - e. Costs associated with computers issued to adjunct faculty and student employees are the responsibility of the individual unit.

- f. Contractors whose contract does not include equipment will be issued a College standard laptop computer if their work is specifically dedicated to NOVA.
- g. Extra costs associated with computer licensing or upgrades issued to contractors are the responsibility of the individual unit.
- h. College computers older than the established refresh cycle may not be used by faculty, staff, or contractors on the College network, and must be turned in to IT.
- i. College computers are for College work only and not for personal use. Users must follow the established Information Technology Security Agreement.
- j. All College computers must be configured to allow administrative access by College IT staff and include the required College software. Users are strictly forbidden to change this configuration.
- k. All faculty and staff laptop computers must be encrypted according to the established College encryption standard, including laptops assigned as a second computer. Computers that have been taken out of use due to age during the refresh process may be loaned to students or adjunct faculty as personally owned devices prior to permanent disposal and will not be counted on the annual VCCS equipment survey. The loan must be part of a program approved by the CIO.
- l. Computers issued to faculty, staff and contractors must be returned to IT for reassignment when the position is vacated or the need no longer exists.