POLICY NAME:	Technology Equipment Policy
EFFECTIVE:	June 28, 2022
REVISED:	
APPROVED BY POLICY COMMITTEE:	June 1, 2022
APPROVED BY PRESIDENT'S CABINET:	June 28, 2022

1.0 Purpose

The purpose of this policy is to set forth Trenholm State Community College's requirements regarding the responsibility and management of technology devices purchased by the college and issued to faculty and staff for business use.

2.0 Scope

This policy covers all technology devices owned or operated by Trenholm State Community College including desktops, laptops, printers and all peripheral devices owned by the College either directly or through grant funding.

3.0 Policy

All devices purchased by Trenholm State Community College will be preconfigured by members of the Trenholm State Community College Information Technology staff prior to the delivery to the responsible faculty or staff member. Employees should not modify delivered configurations. Equipment purchased by the college should be used for business purposes by employees only. Equipment should never be loaned to anyone. Employees are responsible for any damage that may be incurred while in your possession.

4.0 Faculty/Staff Responsibilities

• Using TSCC-provided devices in a responsible and ethical manner.

• Obeying institutional rules concerning behavior and communication that applies to device/computer use.

• Using all technology resources in an appropriate manner so as not to damage equipment.

• Returning the device and/or peripherals at the appropriate time agreed upon if the device is a loaner piece of equipment or has been taken off campus with supervisors' approval.

• Contacting Trenholm State Community College Information Technologies to report any security problems they may encounter.

• Monitoring all activity on their accounts.

• Securing their devices after use to protect the information and data.

• Maintaining individual devices and keeping them in good working order.

- Reporting any malfunction and/or damage to their immediate supervisor.

- Immediately reporting to the Trenholm State Community College Security office and the Information Technologies Department information regarding stolen/lost devices.

- Obtain a police report for stolen items belonging to Trenholm State Community College.

- Covering cost of replacement or repairs to equipment that is damaged, stolen, or lost.

By signing, I acknowledge I have read, understand, and agree to accept responsibility for equipment assigned to me for my use.

Employee Printed Name _____

Employee Signature_____ Date _____