Area: Information Technology

Policy Name: Equipment Use

Policy Statement: Salina Tech supports its Faculty and Staff members by providing them with the computer hardware and equipment needed to perform their jobs. This policy is for the protection of Salina Tech's network and everyone within that network at all times. The ethical and acceptable use of all College technology is expected. This policy will outline the responsible use of Salina Tech equipment to ensure data security and to extend the life of all College equipment.

Procedures: The two computer labs located in Building A are for educational purposes only. Students are expected to use these computers for educational purposes only. Users shall not save any documents to the hard drive of these computers. All hard drives will be wiped clean every evening to ensure maximum performance. Login information and passwords should never be saved on these public computers. Doing so could jeopardize Salina Tech's network as well as threaten the security of the user’s data.

Computers, laptops and tablets should be handled responsibly. Carrying cases must be used at all times when transporting equipment. Users shall close laptop lids whenever not in use or when transporting. Equipment shall not be left unattended as they are prone to theft. Equipment shall not be left in a vehicle for an extended period of time due to a theft risk and/or damage to equipment due to extreme cold or heat.

Users of College equipment must adhere to the general use policy at all times. All activity conducted on this equipment must be for educational or job-related purposes only. Priority use of network resources shall be given to activities that directly support the College mission and vision. Activity not conducted for the betterment of the College or its students is prohibited. College computer and network resources are limited in capacity and high in demand. Excessive non-priority use of bandwidth is prohibited. This includes but is not limited to downloading large files, viewing excessive audio or video, or gaming.

The safety and protection of Salina Tech's network is mandatory. Users must not participate in any activity that could jeopardize the safety and reliability of the network. Unauthorized downloading of software, installation of unauthorized software, hardware, devices, or any other equipment without prior IT approval is prohibited. These practices can carry malware and viruses that could threaten the
Salina Tech network. All downloading and installation of software and hardware should be done by IT or have prior approval from IT.

Contact: Vice President of Administrative Services

Related Form(s):

Adopted: September 22, 2014

Updated: