

1. Policy: Laptop Computer and Mobile Device Use Agreement

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2. Policy Purpose:

Rivier University (Rivier) may provide a computer, and/or a mobile device, and/or similar equipment to Employees for the purpose of performing job related tasks specific to academic instruction, research, business operations, emergency management, and/or other duties as deemed appropriate by the sole discretion of Rivier. Each Employee receiving any devices must read and sign this document upon receipt of equipment. This policy outlines the conditions the employee must follow.

3. Scope and Application:

This policy impacts all users who have a university purchased mobile device, including but not limited to cell phones, tablets and laptops.

4. Policy Details:

All employees issued a device must comply with the following:

1. Employees are assigned a laptop/mobile and similar devices for the purpose of performing duties directly related to the business of Rivier. Laptops/mobile devices shall not be used by non-employees and are not intended for any non-University business.
2. Rivier employees who have permission to work with Personally Identifiable Information (PII) Data as provide in the Data Governance Policy.
3. Users are permitted to download files containing such information to the local hard drive of a laptop, mobile device, iCloud or any other similar storage device temporarily. When finished with the data it must be deleted.
4. The PII cannot be transferred to personal flash drives, personal email addresses, or the like. Always be mindful of eavesdroppers (shoulder surfing) when accessing PII.
5. As for best practice, it's also best to be mindful of how much PII you keep in files or Rivier email. When possible, it's always best to scrub data of PII to make it generalized. Or use a report in a presentation/Zoom and then remove the underlying files/slides/report when finished—the data will remain in CAMS. It's probably what most people are already doing
6. Employees are responsible for all data stored on the hard drive of the laptop in terms of security and back up. The Information Technology Office recommends saving all to OneDrive.
7. Any use of University equipment or devices by Employees shall strictly adhere to the University's Acceptable Use Policy <https://it.rivier.edu/information-technology/computer-use-policy/acceptable-use-policy/>.
8. Laptops and mobile devices will, in most circumstances, be loaded with a standard suite of approved software and security applications installed by the University. An employee shall not in any way modify or disable these software or security applications without written approval from the Information Technology Office.

9. It is the Employee's responsibility to deliver the laptop and mobile device to a designated location for updates upon notification from the Information Technology Office staff.
10. Rivier laptops and mobile devices are covered by standard, limited warranty, which may cover replacement of defective hardware parts. This warranty does not cover drops, falls, electrical surges, liquids spilled on the units, fire damage, intentional damage, normal wear and tear, lost parts (power units) or consumables (batteries). In the event of damage or malfunction, it is the Employee's responsibility to report the matter within two (2) business days and return the device to the Information Technology Office for repair or replacement.
11. In the case of theft of University issued equipment, the employee shall immediately notify his/her supervisor and the Information Technology Office and if requested by the University, the employee must file a police report and provide a copy of the report to his/her supervisor. Once a device is reported lost or stolen to IT, IT will wipe all data from the device via a remote tracking system.
12. Employees are responsible for taking reasonable precautions to protect and maintain Rivier laptops and mobile devices. Evidence of misuse or abuse of a laptop or mobile device may result in the revocation of the employee's use of such equipment or device. Additionally, employees may be responsible for the loss of value associated directly with any intentional misuse or abuse.
13. Rivier laptops are not to leave the U.S., except on approved University related business.
14. In the event that an employee's employment ends at Rivier University, the employee shall return the equipment no later than their last day of employment. Employees who do not return the device will have \$1,000 withheld from final paycheck.
15. Laptops, mobile devices, and similar equipment are provided at the sole discretion of the University. Budgets, costs, needs of Rivier, individual duties, etc. may determine which employees are provided such equipment.
16. See attached instructions for software maintenance.

Information Technology Responsibilities

1. The University may equip all computers with encryption protections and provide periodic security protection up-dates as determined to be appropriate.
2. Employees assigned a laptop computer and/or a mobile device may contact the Information Technology Office Service Desk for assistance (ext.8469 or itsupport@rivier.edu).
3. The Information Technology Office may provide a replacement computer and/or a mobile device, if one is available, in the event of a need for repair of the assigned equipment.

5. Procedures:

Procedures

6. Forms:

Forms	URL
Mobile device acceptance policy	Email via Adobe Sign

7. Responsibilities:

Position or Office	Responsibilities
IT	Send Form

8. Related Information:

Related Policies	URL
Acceptable Use Policy	https://it.rivier.edu/information-technology/computer-use-policy/acceptable-use-policy/

9. Contacts:

Division/ Department	Position or Office	Contact Information
Information Technology	CIO	603-897-8630 / itsupport@rivier.edu