

1. Policy: Laptop Computer and Mobile Device Use Agreement

Issued: March 2019

Last Revised: August 2026

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 provided in <https://it.rivier.edu/wp-content/uploads/2026/08/Data-Classification-Policy.pdf> are permitted to download files containing such information to the local hard drive of a laptop, mobile device, OneDrive, or any other similar storage device temporarily. When finished with the data, it must be deleted.
3. The PII cannot be transferred to personal flash drives, personal email addresses, or the like.
4. 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 Colleague.
6. 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/acceptable-use-policy-2/>.
7. 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 Office of Information Technology.
8. The Office of Information Technology reserves the right to install, remove, modify, or update software and security controls on University-owned devices. This may be done automatically through software updates, remotely through a remote screen-share session coordinated with the user, or in-person.

9. It is the Employee's responsibility to make the laptop available to the Office of Information Technology upon request or when updates are required.
10. Employees must take reasonable precautions to secure University-issued devices when unattended, including locking the screen, securing devices in a locked office, vehicle, or residence, and avoiding leaving devices in plain view.
11. In the case of theft of University issued equipment, the employee shall immediately notify his/her supervisor and the Office of Information Technology. If requested by the University, the employee must file a police report and provide a copy of the report to Public Safety. The University reserves the right to remotely lock, locate, manage, restrict, or erase University-issued devices when necessary to protect University information or assets.
12. Rivier laptops and mobile devices are covered by a 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 Office of Information Technology for repair or replacement.
13. Employees are responsible for taking reasonable precautions to protect and maintain Rivier laptops and mobile devices. In cases of negligent care or intentional misuse, damage fees may be assessed. In extreme situations or repeated offenses, revocation of laptop use may occur.
14. Rivier laptops are not to leave the U.S., except on approved University related business.
15. If an employee's employment ends at Rivier University, the employee shall return the equipment no later than two business days after their last day of employment. Employees who do not return the device may be subject to fines and other recovery procedures.
16. Laptops, mobile devices, and similar equipment are provided at the sole discretion of the University.
17. University-issued devices, accounts, networks, and data are University property. Employees should have no expectation of privacy regarding information created, stored, transmitted, or accessed using University-owned equipment, except as required by law. The University reserves the right to monitor, audit, inventory, and review University-owned devices and accounts for operational, security, legal, and compliance purposes.

Information Technology Responsibilities

1. The University will protect all computers using modern antivirus software, data encryption, and will provide regular security updates.
2. The Office of Information Technology is committed to supporting all University-issued devices. For support, employees may contact the IT Help Desk for assistance (ext. 8469 or itsupport@rivier.edu).
3. The Office of Information Technology shall 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
Laptop Distribution Procedure

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/acceptable-use-policy-2/

9. Contacts:

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