



Title: Staff Laptop Computers			Policy		
Patient Age Group:	(X) N/A	() All Ages	() Newborns	() Pediatric	() Adult

SCOPE

Applies to all staff that have a laptop computer.

PURPOSE:

The purpose of this policy is to define the acceptable use of laptop computers.

POLICY:

The University of New Mexico Department of Obstetrics and Gynecology provides laptop computers to faculty and staff members whose professional responsibilities and personal preferences are agreeable with University Policies and the Department.

These computers can be used on and off campus. The purpose of providing laptops to faculty and staff is to enhance and enrich teaching, learning and research within the Department, to facilitate the conduct of administrative duties, and to support communication. The laptop computer is intended to serve as your primary computer workstation.

Your laptop is for Department-related business as a productivity tool, curriculum tool, and for research and communication. Use of the laptop for personal purposes should be within the standards of good judgment and common sense, and in compliance with the University's published policies on acceptable use. While a laptop computer will enable you to conduct Department business from various off-campus locations, this in no way changes your employer's expectations about attendance or other work practices. Work that you conduct away from your desk during normal business hours should be limited to meetings and other tasks approved by your supervisor.

Confidential information should not be stored on laptops. Confidential data includes data fields like SSN, address, birth date, credit card number, credit card expiration date, grades, student information, finance information and health related records alone or in some combination. All confidential data must be protected from unauthorized access by the use of information security safeguards such as encryption, access controls and operational security.

The laptop computer is provided for your use, but it remains the property of the University of New Mexico. Each unit is labeled with a unique property ID. The property ID allows IT and UNM Inventory to manage unit assignments, coordinate repairs, and maintain systems. Please do not remove the property ID tag from your laptop.

The Department and IT will secure, via warranty extension or other means, the services needed to repair the laptop should its operation be impaired by a component failure or normal wear and tear. Also, the Department will maintain adequate insurance to repair or replace the system if it is lost, stolen or damaged. It is your responsibility to take appropriate precautions to prevent damage to or loss/theft of your laptop computer. You may be responsible for certain costs to repair or replace the computer if the damage or loss is due to negligence or intentional misconduct. Policies for appropriate use of University property as identified in the faculty/staff handbooks or elsewhere may be used to determine whether liability due to negligent behavior exists. If your laptop is lost or stolen you must report the disappearance to the proper authority immediately. Theft or loss that occurs on campus should be reported to the UNM Police Department. For theft or loss off campus, you should report to the local police. You will need to provide IT with a copy of the police report within 48 hours of the discovery of the loss.

The Information Security Office must also be alerted to any lost or stolen computer to assess the possibility of a data breach. State law requires notification of a breach without unreasonable delay.

Should you have problems with your laptop, you will need to bring it to your office or the IT offices for hardware repair, software installation or problem diagnosis. IT staff will not visit your home or go to off-campus locations to provide services.

The laptop will be configured with a standard suite of programs that are appropriate for the type of computer you received based upon the campus software standards. It is also possible that other applications will be provided to you, based upon your professional needs or the requirements of the laptop.

Upon separation from the Department of Obstetrics and Gynecology, the laptop and all associated peripherals, adapters, and software must be returned to IT.

All University Policies can be accessed on the following website: <http://policy.unm.edu/>

Administrative Policies and Procedures Manual - Policy 2500: Acceptable Computer Use

Administrative Policies and Procedures Manual - Policy 2520: Computer Security Controls and Access to Sensitive and Protected Information

APPROVAL

Prepared by: Administration _____

Approved by: Sarah Martinez _____

Approval: _____
Department Administrator

Date

SOP # / Version #	Effective Date	Supersedes	Review Date	Summary of Change(s)
Version 1	07/05/2018		07/2018	New policy