



Alfaisal University

Policy Name: **Computer Issuance Policy**

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Date Approved	
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Policy Owner	IT Services

Summary:

Alfaisal IT Services is committed to provide proper hardware solution for fulltime Alfaisal employee. This policy addresses the need by some staff members to have mobile computing (laptop) instead of a desktop Computer. A decision to provide a standard laptop will be based upon a documented need, departmental approval, and available funding.

Signature:

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Table of Contents

1. Overview	3
2. Purpose.....	3
3. Policy Scope	3
4. Policy.....	3
5. Criteria for laptop eligibility.....	3
6. Responsibility.....	4
7. Replacement:.....	4
8. Maintenance and Repair	4
9. Use by Others:.....	4
10. Equipment return.....	4
11. Support.....	4
12. Exemptions.....	5
13. Enforcement.....	5

1. Overview

Alfaisal IT Services is committed to provide proper hardware solution for fulltime Alfaisal employee. This policy addresses the need by some staff members to have mobile computing (laptop) instead of a desktop Computer. A decision to provide a standard laptop will be based upon a documented need, departmental approval, and available funding.

2. Purpose

The primary objective of this policy is that the university gains benefits from the practices of correct use of laptops & desktop Computers provided to the users with guidelines on computer usage, security and safe storage.

3. Policy Scope

This policy applies to computers/ laptops/PDAs/handheld equipment procured or to be procured, owned, supplied or maintained by IT Services.

4. Policy

- 4.1.1. Computers (laptop/desktop/PDAs/handheld) are issued only to employees in a full-time position for various reasons, including budgetary ones, it is not possible for the university to provide laptops to all employees.
- 4.1.2. Persons not directly employed by the Alfaisal including, but not limited to, students, volunteers, retired employees, employees hired on a per diem basis or consultants, or employees on extended leave or with an employment status of "inactive" shall not be eligible for the issuance of any computing device.
- 4.1.3. Employees by default are issued a standard desktop computer, based on the job related duties and responsibilities.
- 4.1.4. Employees are eligible to have only single unit (Desktop / Laptop) based on their eligibility. Executives (grade 14 and above) are eligible to have multiple units.

5. Criteria for laptop eligibility

Eligible employees to receive ITS defined standard laptop computers must fulfill one of the following criteria:

- 5.1.1. Must be a member of executive management (group 14 and above).
- 5.1.2. An employee receiving approval from their manager and meeting one or more of the following criteria: Significant time (average of 50% or more) spent outside the office at the request of the university.
- 5.1.3. Their jobs require constant accessibility. Use of a specialized software. Frequent travelling (on and off campus). Perform field related activities (Exhibitions, Road shows, school visits, IT support etc.). Meet criteria of security policy and departmental approvals (IT Director or business unit head for staff and Deans of respective college

for the faculty).

5.1.4. The policy also recognizes the need for some shared departmental laptops

6. Responsibility

Users are expected to take precautions to ensure that laptops & Desktop are not stolen, lost, or damaged. If laptop or desktop is lost, stolen, or otherwise damaged such that they cannot be restored to normal working order, the employee may be responsible for the prorated cost of the laptop or desktop (first year or less: 100%; second year or less, 70%; third year or less, 40%; Above 3 years, 25%). In case of theft or loss within the campus, the user must file a report with the university Security Department if stolen outside the campus user must file a report with the police and should provide a copy of the police report to the IT Services within 48 hours of the discovery of the loss.

7. Replacement:

- The life of a computer (Desktop / Laptop) is 3 years, employee is eligible to get the replacement of the computer only after the completion of 3 years.
- Prior to 3 years computer can be replaced only in case having a technical issues and recommended by the IT technical team

8. Maintenance and Repair

8.1.1. The College/department will pay for the repairs and maintenance of the computer for the first three years. If the repair is expensive and the computer is more than three years old, the College/department may choose to replace it with a new one, rather than repairing the computer.

9. Use by Others:

9.1.1. University-owned computers, either desktop or laptop, should not be used regularly by other people (e.g., family members), and should not be loaded with software that is unrelated to the users professional work.

10. Equipment return

10.1.1. Computers must be returned to IT Services if requested or if employment is terminated. No Computer (Desktop / Laptop) will be upgraded or replaced unless the original equipment is returned.

11. Support

11.1.1. ITS supports university owned standard computers (laptops/desktops) only.

12. Exemptions

Exception to or exemptions deviating from any provision of this policy must be approved by the VP for Finance & Administration or the President. Similarly, any questions about the contents of this policy, or the applicability of this policy to a particular situation should be referred to the IT Director.

13. Enforcement

Non-compliance with this copyright policy is a serious matter. Such violation is without Alfaisal consent and is subject to disciplinary action that may be determined by the university management. Effectively, any violations will result in loss of computing privileges, among other university determined sanctions. It may also expose the individual or the university to legal action.