

COLLEGE OF MICRONESIA-FSM

BOARD POLICY No. 8810

Portable Computer Equipment

Date Adopted: 21 May 2002
Date Revised: 8 February 2018, 24 May 2018
Date Reviewed: ~~28 May 2014~~, 24 May 2018

Portable ~~computers~~ electronic **devices** purchased by the College of Micronesia-FSM (COM-FSM) remain the sole property of ~~the College~~ **COM-FSM**.

~~Where available, portable computers and portable peripherals such as digital cameras can be checked out for usage at home. Computers and peripherals must come back the next working day. With approval from your supervisor, portable computing (mobile) devices may be taken off campus facilities. Written authorization to utilize a portable computer off campus is required. The authorization assumes and will require acceptance of responsibility and liability for the equipment.~~

~~All employees who are taking vacation leave must check in any portable equipment that they use with their supervisor. Any mobile device owned by the COM-FSM shall at all times operate COM-FSM endorsed protection such as antivirus, antimalware, and firewall software for its own protection. User precautions must be taken to protect mobile devices from theft, or damage due to negligence, faulty electricity, or the environment.~~

~~The portable computer power supply must be protected, at minimum, by a surge protector wherever the computer is used.~~

~~The computer must be secure from theft~~ **device must have password protection. No person other than the assigned employee is allowed to use COM-FSM owned mobile devices.**

~~The computer must be utilized in an air conditioned environment. The salt and humidity factors of Micronesia prevent usage in the other conditions. Portable computers must have terminate and stay resident anti-virus monitoring software.~~

~~During long breaks, portable equipment must be stored in a physically and environmentally secure location~~

For situations where mobile devices are lost due to theft, or damaged, the assigned employee must obtain a COM-FSM security report; or if off campus, must obtain a report from the relevant local authorities. The official report will then be used by COM-FSM to determine liability. In the absence of an official report, the assigned employee assumes liability. Loss or damage due to negligence and/or violation of policies will require a cost settlement from the assigned user to COM-FSM.

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Enforcement

The improper use of mobile devices creates system vulnerability to hostile elements which may compromise the integrity of network resources and systems. The prevention of these events is critical to the security of the institution. Individual employees that do not adhere to this policy may be subject to disciplinary action, up to and including dismissal.

See Administrative Procedure AP 8810