

Computer Technologies Specific Policies

Date Adopted: 21 May 2002

Date Revised: 11 December 2009, 05 December 2018, 29 August 2023

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References:

Computing resource equipment purchased by the College or under the auspices of the College is owned by the College of Micronesia-FSM. Equipment does not “belong” to the person whose desk on which the equipment is located. Equipment also includes any portable devices purchased by the College to assist with work related duties. Computers purchased out of department or divisional budgets will not be removed from that department or division without consent of the immediate [supervisor](#) (e. g. department head, IC), with the proviso that the president can overrule the immediate head's objection to the removal of said equipment.

Computer servers should not be used as workstations except by the administrator for purposes of server administration or in exceptional situations. [Servers must](#) be in a secure area or building.

[Non-IT personnel](#) moving computer equipment are liable for any damage that occurs as a result of negligence in the moving process.

No desktop computer or other non-portable computer equipment can be moved out of the room it currently occupies without the approval of the Director of Information Technology. No portable devices (e. g. [laptop](#), [tablet](#)) purchased by the College can be taken off campus without written arrangement (i.e. sign out form) between the supervisor and requesting employee. If an employee leaves the college (e. g. [resigned](#), [transferred](#), [retired](#)), all devices (portable and non-portable) assigned to that particular employee have to be checked in by a representative of the IT office. [Devices assigned to employees which are already obsolete can be purchased in accordance with BP5603.](#)

Computers and other IT devices must be protected by, at minimum, a surge suppressor. The preferred power protection equipment is a line-leveling battery back-up unit with surge suppression capabilities. The unit should be able to output the appropriate voltage without relying on the battery during power outage.

Computer equipment and peripherals must be kept in an environment which is secure from theft.

Computer equipment and peripherals must be secure from physical damage.

Special care and consideration should be given to prevent damage due to liquids and moisture. All IT equipment and peripherals must be periodically maintained based on a schedule set by the IT office.

Computer equipment must be placed in an air-conditioned environment. The salt and humidity factors in Micronesia prevent usage in other conditions.

All computers must have anti-virus programs installed with up-to-date virus monitoring definitions.

