

Division of Humanities

Computer and Electronic Devices Policy

Includes Workplace Computers, Cell Phones, and Outside-the-Workplace Electronic Communications Equipment and Services

updated 6/19/2015

A. WORKPLACE COMPUTERS

IT Support

The Humanities Computing Services (HCS) supports Macintosh OS X as its primary computing platform in the Humanities. Other operating systems may be supported following consultation with Information Technology Services (ITS) staff. Please submit your request to hcs@ucsc.edu to discuss your computing needs. Jay Olson, Client Services Manager, will facilitate your purchase of computing equipment.

Primary Computer Purchase

One laptop or desktop computer is provided for each new appointment. Instructions for purchase will be provided upon hire.

Secondary Computers Purchased with University Research, Individual Faculty-Funds, and Extramural Funds

The Humanities Division supports one standard laptop or desktop computer for each faculty or staff member. Should a secondary machine be requested, justification and pre-approval is required prior to purchase.

How to Obtain Authorization for an Additional Machine Using University Funds and How to Make a Purchase

- A. Email a justification request to the Assistant Dean and attach a signed usage agreement which is enclosed on page 4 of this policy. Do not purchase until approval is received.
- B. The Assistant Dean will review and if approved will notify HCS and Financial Services. Financial Services is the office of record for the user agreement.
- C. HCS will contact you to assist with purchasing.

Any equipment or services purchased with University funds is the property of the University.

Computers Purchased with Private Funds

Personally-owned computers are not supported, and the use of university-licensed software, software updates or patches on them is not permitted.

If you intend to keep your additional device after separation from the University, you should use personal funds to purchase the equipment, but note that only University-owned computers are supported. HCS only funds repairs on primary computers.

Computer Replacement and Repair

HCS funds the replacement of primary computers when they can no longer perform their prescribed function. HCS reserves the right to re-deploy or retire the replaced computer.

Separation from the University

When an employee separates from the University, the electronic communication device and services remain under the domain and of the property of the University and should be returned to HCS.

Retiring Faculty

Retiring, ladder-rank faculty who have been awarded the title “emeriti” may take a computer with them on indefinite loan. These computers remain the property of the University.

Support for Active Emeriti

It is the policy of the Humanities Division that the division’s active emeriti will receive locally-provided computing support to the same extent, and in the same manner, it is provided to non-emeriti faculty.

B. OUTSIDE THE WORKPLACE ELECTRONIC COMMUNICATIONS EQUIPMENT AND SERVICES PROVIDED BY THE UNIVERSITY e.g. CELL PHONES, IPADS

Policy

Electronic resources provided by the University shall be used primarily for business-related purposes. An employee may request reimbursement for any business-related use of an employee-purchased electronic communications device or service that result in documented incremental costs to the employee. In addition, devices may be purchased for employees whose jobs entail the following responsibilities:

- A. **Travel:** Employees who frequently travel or are out of the office and need to be in contact with staff, clients, managers, or other University business associates.
- B. **Work Location:** Employees who typically work in the field or at job sites where access to electronic communication devices is not readily available.
- C. **Emergency Response:** Employees who need to be contacted and/or to respond in the event of an emergency or are required to be available during non-business hours.

For more information on this policy please visit [BFB-G-46](#).

Purchasing Guidelines

How to Make a Purchase

- A. Email a justification request to the Assistant Dean and attach a signed usage agreement which is enclosed on page 4 of this policy. Do not purchase until approval is received.
- B. The Assistant Dean will review and if approved will notify the Department or Divisional Budget Manager and Financial Services. Financial Services is the office of record for the user agreement.
- C. The Divisional or Department Budget Manager or delegate will purchase the equipment/services using UCSC-approved vendors and procurement processes. (Note: for purchases that require consultation e.g. device, configuration, etc., contact hcs@ucsc.edu to assist).

Any equipment or services purchased with University funds is the property of the University.

Support for Mobile Devices

- A. HCS will configure mobile devices for access to UC services e.g. Eduroam, Gmail, etc.
- B. HCS will assist with synching, setup, migration, iCloud configuration etc.
- C. HCS will not fund repairs or software (apps).

Compliance Responsibilities

Assistant Dean Will:

- A. Approve the purchase of these devices. The EVC approves for the Dean.

Division/Department Budget Manager or Delegate Will:

- A. Purchase the equipment/services using UCSC-approved vendors and procurement processes with HCS assistance.
- B. Keep a copy of the usage agreement on file.
- C. Review cellular phone billing statements each month to confirm charges for business and personal calls, and annually review and adjust service contracts to reflect the average business-related use and to maximize cost savings.

User/Employee Will:

- A. Provide the budget manager a copy of the monthly statements.
- B. Ensure responsibility for safeguarding and controlling the use of the equipment.
- C. Reimburse the University for any non-business related use of equipment or services.
- D. Handle data security and confidentiality in accordance with the University's information security requirements for electronic communications set forth in Business and Finance Bulletin, IS-3, Electronic Information Security.
- E. Be aware that all records related to the purchase, use, and disposition of University-owned electronic communications equipment, including statements, are the property of the University and subject to disclosure under the California Public Records Act.

Separation from the University

When an employee separates from the University, the electronic communication device and services remain under the domain and of the property of the University.

Policy References

[BFB-G-46](#)

To:

Re: Employee Agreement Concerning the Use of Electronic Communications Resources

I hereby certify that I am the recipient of the following University-provided electronic communications equipment and/or services (check appropriate box):

- Equipment** - I agree that this equipment is to be used primarily for official University business, and that any personal use of the equipment will be incidental in nature. I agree to reimburse my department for any personal use of this equipment that results in noticeable incremental costs to the University and will exercise appropriate care and caution when using the equipment, in accordance with the policy and procedures set forth in Business and Finance Bulletin G-46, Guidelines for the Purchase and Use of Cellular Phones and Other Portable Electronic Resources (attached). In addition, I understand that all records related to the purchase, use, and disposition of this University-owned equipment, including cell phone statements, are the property of the University and potentially subject to disclosure under the California Public Records Act.

I further understand that I am responsible for safeguarding the equipment, including any data on the equipment, and controlling its use in accordance with BFB G-46. If the University determines that there is no longer a business need for me to possess such equipment, I will return the equipment. Likewise, if I separate from University employment, I will promptly return the equipment to my department.

- Services** - I agree that this service is to be used primarily for official University business, and that any personal use of the service will be incidental in nature. I agree to reimburse my department for any personal use of this service that results in noticeable incremental costs to the University, in accordance with the policy and procedures set forth in Business and Finance Bulletin G-46. In addition, I understand that all records related to the purchase and use of this University-provided service, are the property of the University and potentially subject to disclosure under the California Public Records Act.

I further understand that if the University determines there is no longer a significant business need for me to utilize this service, the University will discontinue its funding of the service. Likewise, if I separate from University employment, the service will no longer be paid for or reimbursed by the University.

Name: _____ Title: _____

Signature: _____ Date: _____