

## Procedure 9.0304

### Employee Assigned Laptops Procedure

Laptops assigned to college employees are only for business purposes. Employees should notify their supervisor and Information Technology computer support prior to removing the laptop from campus. This notification may be made one time for the entire year if the employee has recurring business needs for the laptop. If the laptop is disconnected from the campus network and connected to another network, network services must be notified prior to connecting the laptop to the main campus connections. The laptop may be connected to the campus wireless network without notifying network services.

### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:** [Information Technology Policy](#)

### History

**Senior Staff Review/Approval Dates:** 4/2/13

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*