

**SECTION:** Business Affairs/Information Services  
**SUBJECT:** Use of Computer Equipment

**ISSUED BY:** Information Services  
**REPLACES:** Administrative Computer Services Policy  
**APPROVED BY:** Vice President for Business Affairs and Treasurer  
**EFFECTIVE DATE:** January 1992

The following is Asbury College's policy concerning the use of college owned computer equipment.

### **Definition**

Computer equipment includes but is not limited to:

- mainframe systems
- personal computer (desktop and laptop)
- keyboards
- CRT terminals
- printers and plotters
- tape drives
- scanners
- other peripherals

### **Policy**

College owned computer equipment is to be used solely for processing the day-to-day operations of the college.

- Use of computer equipment by employees for personal projects is permitted within reason and at the discretion of the Director of Information Services or the President's Cabinet.
- Use of computer equipment by employees for personal projects for which they receive payment is not permitted.
- Use of computer equipment by non-employees, even under the guidance or supervision of an employee, is not permitted.
- No computer equipment is to be removed from its assigned location without proper authorization from the Director of Information Services.

### Rationale

Particular hardware and software products used by the college have been purchased under specific licensing agreements which legally commit the college to operate under the above policy. Additionally, contractual agreements for the maintenance and repair of computer equipment dictate proper use by college personnel only.