

Title – Staff Computer Policy

Policy Abstract – Birmingham-Southern College will provide an office computer for each full-time staff member and refresh on a regular cycle.

Responsible Office – Information Technology, Administration

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Applies To – All staff

Effective Date – 9/4/2012

Revision Dates – 9/4/2012 – New

1. **Introduction/Background** – Official College work will be conducted using provided computer technology. Therefore, computers will be refreshed on an on-going basis as deemed appropriate.
2. **Purpose** – As staff members join and separate from the College it is necessary to manage the computer equipment provided in accordance with best practices.
3. **Applicable Regulations** – SACS Comprehensive Standard 3.9.2 – Confidentiality of Student Records and 3.11.3 – Physical Resources
4. **Policy Statement** –
 - Standard PC computer equipment provided by the College will be used to furnish staff offices. Exceptions may be allowed, but only for an occurrence where software applications will not run on a PC. In these cases justification must be provided that a PC will not adequately perform the task thus requiring something other than a PC.
 - An annual review of College provided technology will be conducted by Information Technology staff during the budget process. In this review a determination will be made as to which equipment will be refreshed.
5. **Details** – The guidelines used are to refresh office computers on a 4-year cycle. In other words, office computers are to be refreshed during the time following the 4th year of use. Staff members joining the College in an existing staff position will inherit the office computer left by the previous staff member. Staff members joining the College in a new staff position will be provided an appropriate computer funded by the new position budget.
6. **Definitions** – SACS is the Southern Association of Colleges and Schools.
7. **References** – SACS COC *The Principles of Accreditation 2012 Edition*.