



# Laptop Computer Policy

## 1. Preamble

The USSU has several laptop computers for internal use directly related to USSU business. Internal use covers use by the following:

- All current Executive members;
- All current Managers, Coordinators, and Administrative Staff; and,
- Other current staff who may use the laptop after receiving permission from their manager.

## 2. Procedures

### 2.1 Booking

The laptop must be booked out using Google Calendar and signed out from the IT Support Staff. If there are any conflicts arising from booking arrangements the laptop will be assigned based on the priority listed above, then by the order booked.

### 2.2 Usage

All USSU laptops are to be used strictly for USSU business. USSU laptops are not to be used for personal or academic purposes. Laptops must not be left unattended.

### 2.3 Returning

All USSU laptops are to be returned to the IT Support Staff immediately following use.

Contact Information: IT Support 966-6986			
Policy Authority: Executive Committee			
<u>Approvals</u>	<u>Board/Committee</u>	<u>Date</u>	<u>Motion</u>
Created/Adopted	Executive Committee	04/29/05	EXEC133
Amended	Executive Committee	04/12/06	EXEC98
Amended	Executive Committee	08/11/08	EXEC30