

## *IT Security Standard:*

# **Portable Computer System Usage - Exceptions**

### **Introduction**

This document defines specific exceptions to Bellevue College policy # 5250: *Information Technology (IT) Security*, as it relates to the Bellevue College IT security standard addressing “*Portable Computer System Usage*”, which addresses the use of Bellevue College-owned portable computer systems, such as laptop and tablet computers. These exceptions will be reviewed on an annual basis or when changes are implemented, and will be maintained by the Bellevue College IT Security Administrator and/or the Dean of Information Resources.

### **Scope**

This document exercises the exemption granted in the Department of Information Services (DIS) Information Technology (IT) Security Policy for Institutions of Higher Education, pursuant to RCW 43.105.200 and fulfills the requirement within the Bellevue College IT security program for documentation of the exceptions to any IT security standard. Any deviations from the standard for either business necessity or platform implementation constraints will be appropriately established within this document.

### **Exceptions**

## **A. Student Use of Loaned Computer Systems and Peripherals**

1. Bellevue College-owned laptops are available for checkout by currently registered Bellevue College students from the Library Media Center (LMC) Media Services area. In addition, the LMC maintains a pool of wireless network cards provided by the student technology fee for registered students to checkout and use with their personally-owned computer systems.
2. Because the management and distribution of these resources are controlled through the LMC inventory system, they are not required to be physically managed by Information Resources (IR) in the same manner as the equipment provided for employee use. IR does have a responsibility for maintaining the operating condition and current software status of the laptops, just as with any other campus computing resource.
3. The standard Bellevue College procedures allowing college resources to be loaned to students apply to the use of these LMC-managed resources. In addition, to help meet the requirements for the physical security of these resources, the following guidelines will be followed. These guidelines will be reviewed annually by IR and LMC staff, or as changes are needed. Students will acknowledge these in writing before being allowed to take either of these types of equipment.
4. **Wireless Network Cards**
  - a. These cards are available for checkout to registered students from the Media Services counter.
  - b. The wireless cards are intended for use through Bellevue College student wireless network access points only. They should not be taken off campus for any reason.
  - c. Only students who are registered for the current quarter may check the wireless cards out. Use of the student wireless network is restricted to these users, by login, as well.

- d. The wireless cards may be checked out for 1 day, and must be returned to the Media Services counter by the end of the Library working hours on the day it was checked out. Renewals are not allowed.
  - i. For information about the Library operating hours, students may refer to: <http://www.bellevuecollege.edu/lmc/info.html>.
- e. Valid ID, such as a driver's license or student ID card, must be presented at the Media Services counter when checking the wireless card out.
- f. Overdue fines will be levied in the event of a failure to return the wireless card to the Media Services counter by the end of the Library business day. This fine is currently \$20/ day.
- g. Users who lose or damage wireless cards will be charged for the replacement value of the card, currently \$50.00.
- h. There are a limited number of wireless cards available. Bellevue College does not guarantee availability of the cards at all times.
- i. Bellevue College technical support personnel are prohibited by law from supporting equipment that is not state-owned. Users borrowing the wireless network card assume all responsibilities and risks for the installation and use of the card on their computer or device.
- j. Media Services personnel will not provide any technical support in the use of the borrowed wireless network card.
- k. Prior to being granted access to the student wireless network, students must go to the student wireless network web site (<http://ac.bellevuecollege.edu/loaner>) and follow the links to activate the loaned card. It will not work with the wireless network until this has been done.
- l. Student wireless network access is available on campus only in the lobby of the "L" building, in the Student Union building commons area and cafeteria, in the lobby of the "N" building, in room N201, and in the Library Media Center (LMC) in the Media Services area, and on the 2nd floor of the LMC.

##### **5. LMC Loaner Laptop Computers**

- a. Laptop computers with wireless access to the web are available for checkout to registered students from the Media Services counter.
- b. The laptops are intended for use through Bellevue College student wireless network access points only. They should not be taken from the main campus for any reason.
- c. Only students who are registered for the current quarter may check the laptops out. Use of the student wireless network is restricted to these users, by login, as well. Staff and faculty may not check the LMC loaner laptops out.
- d. The laptops will use a generic, local login which will provide access to the student wireless network.
- e. Valid picture ID, such as a driver's license, must be presented at the Media Services counter at the time of checkout.
- f. The laptops may be checked out for 1 day, and must be returned to the Media Services counter by the end of the Library working hours on the day it was checked out. Renewals are not allowed. For information about the Library operating hours, please refer to: <http://www.bellevuecollege.edu/lmc/info.html#hours>.
- g. Overdue fines will be levied in the event of a failure to return the laptop to the Media Services counter by the end of the Library business day. This fine is currently \$100/day.
- h. Users who lose or damage laptops will be charged for the replacement value of the computer, currently \$1,000.00.
- i. Borrowers will be required to sign a liability form signifying that they agree to the terms of the LMC policy and are receiving a laptop free of damage. They will also be informed by

the form that they may not plug the computer into any network port on campus or it will disable the computer.

- j. Use of the LMC loaner laptops will be in accordance with the LMC Acceptable use policy, as posted on the LMC web-site.
- k. Borrowers will not be permitted to save their files on the hard drive.
- l. Student wireless network access is available on campus only in the lobby of the “L” building, in the Student Union building commons area and cafeteria, in the lobby of the “N” building, in room N201, and in the Library Media Center (LMC) in the Media Services area, and on the 2nd floor of the LMC.
- m. There are a limited number of laptops available. Bellevue College does not guarantee availability of the computers at all times.
- n. Media Services personnel will not provide any technical support in the use of the loaned laptop.

## **Appendix A – References**

1. Department of Information Services (DIS) Information Technology Security Policy for Institutions of Higher Education, pursuant to RCW 43.105.200.
2. Bellevue College IT Security Standard: *Portable Computer System Usage*

Effective Date:	June 2006
Date Last Modified:	April 12, 2009