

Policy Reference: E0202, Policy Statement Governing Technology Use by Faculty and Staff; EE0202, Technology Usage Procedure; C0201, Harassment; C0700, District Employee Code of Ethics

Background and Purpose:

Milwaukee Area Technical College recognizes that in order to provide greater service to our customers, there are those instances when it becomes necessary to allow an MATC employee or Board member the long-term off-campus use of computing resources outside of the MATC campuses.

To ensure security of MATC data, all non-MATC equipment should only connect to the wireless public network.

All information electronically stored on MATC-issued information technology equipment, including but not limited to laptop and notebook computers, cell phones and personal digital assistants (PDAs), is subject to Wisconsin open records law and may be disclosed to outside parties.

Administrative Approval Process:

1. Any MATC faculty or staff member who desires a mobile device must complete a Mobile Technology Request Form (EE0201-A).
2. The requestor will mark the boxes of the mobile technology being requested.
3. The requestor will then submit the signed Attachment A request form to his supervisors up to and including the area vice president.
4. Once the area Vice President has approved the request, the Vice President's office will send the signed Attachment A request form to the Associate Vice President of Information Technology for processing.
5. Requests not approved will be returned to the requestor's vice president.
6. A laptop request will be processed by Information Technology. Information Technology will notify the requestor's budget manager to process all other device requests from the division/department budget.
7. Any mobile technology purchased by Information Technology, will require the requestor to sign a Listed Property Personal Use Agreement Form (i.e., EE0201-B Appendix A) prior to delivery.

Title: **USE OF MATC MOBILE COMPUTING RESOURCES**

Code: EE0201

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8. Budget managers that purchase mobile technology (pagers, cell phones, PDAs) through a divisional/department budget must have the requester sign a Listed Property Personal Use Agreement Form (EE0201-B Appendix A). It is the budget manager's responsibility to make sure that a copy of the Listed Property Personal Use Agreement Form is on file with Human Resources, Finance, and Information Technology.
9. To ensure compliance with MATC Security policies, all laptops must have virus protection software and current security patches installed on them.
10. Laptops that present an immediate security risk or that don't have current virus protection and security patches may be disconnected from the network and/or recalled back to Information Technology for remediation.

Approving Authority:

Date: 6/19/08

Associate Vice President – Information Technology