

Columbus State University Computer Equipment Use Policy

Revised Date 5/31/2006

1.0 Background

All computer equipment acquired by or on behalf of CSU, or developed by CSU employees or students is CSU property. As such, users may only use CSU property for academic or CSU business purposes. In addition, users must use computer equipment ethically, lawfully, and appropriately at all times and must adhere to applicable licenses, notices, contracts, and agreements.

2.0 Purpose

The purpose of this policy is to designate the appropriate and safe use of university-owned computer equipment. Computer equipment includes desktop, laptop, and palmtop computers, printers, scanners, cdrw and dvd writers, zip drives, and any other device that interfaces with CSU computers or the CSU network.

3.0 Policy

- Surge protectors must protect all computer equipment.
- All computer equipment must have adequate air circulation. Poor air circulation can cause computer equipment to overheat and fail.
- Users may not remove CSU computer equipment (other than portable computers) from campus without pre-approval from the Director of CINS
- CSU computer equipment cannot be loaned out or given away
- Users may not dispose of computer equipment. Users must turn in unwanted computer equipment to CINS for redistribution or disposal.
- Users may not connect personal equipment to any CSU computer, computer equipment, or the CSU network.
- CINS does not provide services for non-CSU computer equipment without pre-approval by the Director of CINS.

4.0 Procedures and Responsibilities

- Users must provide surge protectors to protect CSU equipment from unexpected jumps or dips in electrical power and phone lines.
 - Surge protectors must:
 - Have six or more outlets
 - Have a joule rating of no less than 820
 - Feature to disable itself automatically if hit by a surge
- CINS includes surge protectors on price quotes for new equipment.
- Users must notify CINS if they remove any computer equipment, for any reason, from its current location. Computer equipment includes the case, monitor, mouse, keyboard, printer, scanner, cdrom/dvd drives, and any other equipment that is internal or external to the computer.