



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	College-Issued Device Security
<i>AP Number:</i>	AP 9.01.04
<i>Adoption Date:</i>	11/13/06
<i>Schedule for Review & Update:</i>	Every two years
<i>Review Date(s):</i>	2/7/12, 6/2/15, 5/20/21, 5/8/24
<i>Revision Date(s):</i>	5/20/21, 5/8/24
<i>Sponsoring Unit/Department:</i>	Information Technology
<i>Policy Title(s) & No(s):</i>	Information Technology Resource Management, BP 9.01
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	College Employees Personnel Policy Statement, Appendix E

PURPOSE

This AP outlines a set of practices and minimum requirements for the safe use and management of College-issued devices. This AP applies to all College-issued devices.

SECTION 1: Definitions

“Cloud Services” mean such service models as defined within NIST SP800-145, further included within FedRAMP v.4.2 at p.3, as are used by, connected to, or communicate with Devices as defined, whether the Cloud Services are provided by the College or accessed for personal use.

“Devices” include, but is not limited to, portable communications and computing devices (e.g., laptops, notebooks, tablets, telephones, and wearable devices).

SECTION 2: Procedure and Responsibilities

2.1 Acceptable Use of College-Issued Devices

2.1.1 College-issued Devices are intended to be used solely for official College-related purposes, including, but not limited to, a) as a primary computing device on a College campus or other College property; b) as the user's primary or alternative device while performing College-related tasks at a non-College location or traveling on official College business, or c) any other College related tasks.

2.1.2 College-issued Devices should not be used by anyone other than the specific user to whom the device was issued.

2.1.3 Incidental personal use of College-issued Devices is permitted, provided that such use does not interfere with or detract from College operations, including but not limited to employee work performance, and is otherwise consistent with this AP and other applicable College policies and procedures.

2.2 Privacy Expectations

All College-issued Devices, and any information or data contained on them, remain the sole and exclusive property of the College at all times. Users of College-issued Devices do not have a right, nor should they have an expectation, of privacy while using College-issued devices at any time, including accessing the Internet and using e-mail, Cloud Services, and voice communications. By acceptance of the College-issued device, users consent to disclosure and/or monitoring of device usage, including the contents of any files or information maintained, processed, or passed-through that device.

2.3 Responsibilities of Users of College-Issued Device

2.3.1 Each user of a College-issued Device is responsible for the safekeeping and care of the assigned device. If the College-issued Device is damaged, lost, or stolen, the user must immediately report it to the issuing department.

2.3.2 Upon resignation, retirement, withdrawal, graduation, or other separation from the College, users must return all College-issued Devices and all accompanying accessories to the issuing department

on or before their final day with the College or at another date specified by the issuing department. Failure to timely return College-issued Device may result in cost-recovery measures by the College, including, but not limited to withholding money from final paychecks or placing holds on student's accounts. The College likewise reserves the right to report unreturned College-issued Devices to the police as unlawfully retained or stolen property.

2.4 Security

2.4.1 All College-issued Devices must be enrolled into the College's mobile device management program at all times. The mobile device management program will govern security for the devices.

2.4.2 The security protections for College-issued devices will be reviewed at least annually.

2.5 Enforcement

Non-compliance with this AP may result in disciplinary action and/or revocation of College-issued Devices.

2.6 Authority

2.6.1 The Assistant Vice Chancellor for Information Technology is responsible for implementing and overseeing compliance with this AP.