EMPLOYEE DEVICE POLICY

1. PURPOSE

   This policy covers the procurement, deployment, and disposal of physical desktop and laptop computers by the University on behalf of its employees.

2. WHO IS AFFECTED BY THIS POLICY

   This policy applies to all employees of the University entrusted with the use and care of a university-provided device. All employees are expected to familiarize themselves with the contents of this policy and conform to the following principles.

3. SCOPE

   This policy applies to all physical desktop and laptop computers purchased and owned by the University and provided to employees to perform their professional duties. It thus excludes:
   - Personal devices owned by individuals (See IT001EN - Information Technology Resources Rights, Privileges, and Acceptable Use).
   - Devices dedicated to the University enterprise infrastructure, such as data center and network equipment.

4. POLICY STATEMENT

   Full-time employees are provided with a standard mobile set-up as described in the following paragraph. This set-up allows employees to perform tasks required for their duties from their office or off-campus location for Remote Work (I.e., télé-travail). See the Remote Work Charter for more details.

   Part-time employees are provided with a shared standard fixed workstation.

   Any exception request must follow the Exception Process described below.

   The University will not provide more than one set-up for employees, even in the case of Remote Work. The supply of a mobile set-up allows employees to work either on-site or remotely with a dedicated laptop device.

   Switching from set-ups can be performed by ITS following the terms of our Service Level Agreement published on our website.

   4.1. Standard Set-ups

   Configurations of the set-ups are available in the IT Services section on our website. All other set-ups will be considered as non-standard and will require an Exception Process approval.

   4.2. Responsibilities

      4.2.1. Employee Responsibilities

      Employees will:
      - keep the device in the best shape and protect it from theft.
      - not make modifications to the device's physical shape, the hardware, or the software.
      - carefully read and abide by all relevant IT policies

- accept the outcome of the business justification process if a standard set-up is unfit for purpose.
- store data on OneDrive or SharePoint instead of locally on the device except for temporary necessities.
- be ready to bring the laptop to ITS or provide information about the laptop upon request by AUP ITS to ensure the proper inventory and update.
- should report to AUP ITS any problem with the device's hardware or software as soon as they appear.
- not attempt to fix the device or take it to any external repair service unless instructed by AUP ITS
- not share any information about the device with any external party
- return all allocated devices to their manager when leaving the University.

4.2.2. Employees' manager Responsibilities

Employees' managers will:
- ensure that all allocated devices are returned to IT Services when an employee leaves the University.

4.2.3. IT Services Responsibilities

The University IT Services will:
- ensure that a set-up is available and allocated to each employee in active employment.
- ensure that the devices are maintained in line with the University Information & Security policies.
- budget adequately to provide the necessary set-ups.
- select and regularly update a selection of PC laptops and workstations with a proper fit for purpose.
- manage the procurement process of the devices.
- maintain an inventory of all devices, including the status, allocation and location of each device.
- provide the University Leadership with non-standard requests for arbitration.

4.2.4. Leadership Responsibilities

The University Leadership members will:
- arbitrate any non-standard set-up requests.
- ensure that the cost of these requests is properly funded.

4.3. Device Lifecycle

University devices are supplied with an appropriate warranty.

University laptops and workstations will not be replaced before the University has depreciated them. Any depreciated device will have to be brought back to the IT Services office.

Employees may receive devices previously deployed.

Devices no longer supported by a warranty will not be repaired.

Employees will be informed by IT Services when their equipment is no longer supported and needs to be replaced.

If a device has reached the end of its prescribed lifecycle but is still fit for purpose, the University reserves the right to continue using it with proper support from IT Services.

4.4. Exception Process

Any request outside of the defined standard mobile and fixed set-up described above will be collected via a form available on the IT Services website of the University.

Each request will have to be made by the manager of the employee and not directly the employee.

Each request will have to be detailed and comprehensively justified to be processed.

IT Services will do a first review of each request and, if the request is considered technically appropriate and fit for purpose by IT Services, it will be transmitted to the Leadership Team for consideration and funding.

A non-exhaustive list of exception requests is:
- A Windows-based device outside the standard configuration
- A non-Windows-based device (e.g. Apple MAC or Linux Workstation or Laptop)
- A secondary set-up

5. RESPONSIBILITIES

The Chief Information Officer is responsible for the interpretation and administration of this policy.

6. DEFINITIONS

AUP, the University
The American University of Paris

AUP Resources
Facilities, library resources, equipment, funds, personnel, and other resources belonging to or supplied by AUP.

ITS
Department of Information Technology Services at AUP

Remote Work, Télé-travail
Ability to perform professional duties outside of the University premises.

User
A person expressly authorized to use University information technology resources and associated services provided by AUP.

7. APPROVALS & HISTORY
- Approved by the Leadership Team on 7 February 2023
- To be reviewed 1 February 2024

8. ISSUING OFFICE AND CONTACT

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