

# COLLEGE OF MICRONESIA-FSM

## BOARD POLICY No. 8810

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### **Portable Computer Equipment**

Date Adopted: 21 May 2002

Date Revised: 24 May 2018

Date Reviewed: 24 May 2018

Portable electronic devices purchased by the College of Micronesia-FSM (COM-FSM) remain the sole property of COM-FSM.

With approval from your supervisor, portable computing (mobile) devices may be taken off campus facilities. The authorization assumes and will require acceptance of responsibility and liability for the equipment.

Any mobile device owned by the COM-FSM shall at all times operate COM-FSM endorsed protection such as antivirus, antimalware, and firewall software for its own protection. User precautions must be taken to protect mobile devices from theft, or damage due to negligence, faulty electricity, or the environment.

The device must have password protection. No person other than the assigned employee is allowed to use COM-FSM owned mobile devices.

For situations where mobile devices are lost due to theft, or damaged, the assigned employee must obtain a COM-FSM security report; or if off campus, must obtain a report from the relevant local authorities. The official report will then be used by COM-FSM to determine liability. In the absence of an official report, the assigned employee assumes liability. Loss or damage due to negligence and/or violation of policies will require a cost settlement from the assigned user to COM-FSM.

#### **Enforcement**

The improper use of mobile devices creates system vulnerability to hostile elements which may compromise the integrity of network resources and systems. The prevention of these events is critical to the security of the institution. Individual employees that do not adhere to this policy may be subject to disciplinary action, up to and including dismissal.

See Administrative Procedure AP 8810