

# **Faculty Computer Policy**

## **Office Computers**

All offices of full-time faculty members will be equipped with a desktop computer that will be replaced every four years. Hardware and software specifications for these computers will be determined by Huron's I.T. department. Offices will also be equipped with a printer that will be replaced as needed. The computer and printer will be maintained without charge by Huron's I.T. staff.

Computers for faculty offices will have a standard configuration and be purchased through a bulk purchase process made no more than once per year. A standard image will be made and installed on all hard drives. Therefore if the computer fails, the original image can be restored on the computer which will overwrite all existing information on the hard drive. Faculty using these computers are therefore encouraged to save all of their files on their H drive in case a failure occurs.

The software installed will include a current operating system, a university approved anti-virus program, a web browsing and email package, and a suite of office software. Software packages that may be required to support research activities are the responsibility of the faculty member.

At the end of the 4-year term, faculty members will be given the option of buying their computer for a reasonable amount determined by the CAO. The computer will then become the purchaser's responsibility for repair, support and maintenance and will be removed from the university network.

Computers, laptops and netbooks not purchased by Huron University College that are in use on campus are considered to be personal computers. Personal computers will not be serviced or supported by Huron's I.T. staff.

## **Laptop Computers**

Faculty members can register their personal laptops with Huron's I.T. department for a charge of \$60 per year if internet connectivity is required through the Ethernet line in their office. This will provide internet access only and users will not be permitted to connect their laptop to the Huron server or have access on it to an H or P drive. The \$60 charge may be claimed against the faculty allowance.

Faculty members who opt out of the College supplied desktop computer may have their personal laptop registered with Huron's I.T. department (for internet connectivity only). In that case, the charge will be waived and the desktop computer will be put to use elsewhere in the College.

Since hardware and software support is not provided for personally-owned computers, it is recommended that an extended warranty be purchased and that the laptop be frequently backed up onto an external hard drive.

## **Data Privacy and Security**

Faculty members are reminded that Huron data should not be stored on the C drive (hard drive) of their office computer as this drive is vulnerable to theft or failure. All data should be saved to the H drive which is backed up each night, reducing the risk of a total loss.

Huron is committed to keeping its data private and secure. No high risk data (including personal, medical, credit card and banking information) should be stored or transferred unless it has been encrypted.