SA/PPS No. 09.03 Personal Technology Equipment Usage

Office of the Vice President for Student Affairs

Effective: 8/13/2014

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01. POLICY STATEMENT

01.01 The Student Affairs Division is committed to the recruitment and retention of a diverse and qualified student body, and to providing services that enhance their personal development and contribute to the fulfillment of their goals. The following procedures contribute to the implementation of this policy.

01.02 Texas State University is committed to supporting the educational mission of the institution through efficient information technology availability and support. The following procedure contributes to the fulfillment of this policy.

02. DEFINITIONS

02.01 Personal Technology Equipment is defined as any device or equipment not purchased by Texas State funds.

02.02 Technology Equipment includes any device that connects to or communicates electronically via the university’s network infrastructure including, multimedia devices, hardware, peripherals, printers, laptops, workstations, cellular phones, tablets, cameras, televisions and software.

02.03 Personal Software is defined as any program used to direct the operation of a computer as well as instructional documentation that is not purchased by Texas State funds.

03. RESTRICTIONS
03.01 The Division of Student Affairs strongly discourages the use of personal technology equipment for university-related business.

03.02 Departments needing technology equipment should follow SA/PPS 09.01 Technology Purchases to procure equipment.

03.03 Installation and support for personal equipment may be reviewed at the departmental level. End users requesting personal equipment be added to their university-assigned workstation must submit a business case scenario to the VPSA Office with a statement of support from their director. The Vice President for Student Affairs (or delegate) will review this request.

03.04 Personal software may not be installed on university-owned workstations.

03.05 A business case scenario and director approval are required for any local permission changes (i.e., administrator rights) on university-owned workstations.

04. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS SA/PPS

04.01 Major responsibilities for routine assignments associated with this SA/PPS include the following:

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<tr>
<th>Position</th>
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<tr>
<td>Information Technology Team</td>
<td>Review</td>
<td>E2Y</td>
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05. CERTIFICATION STATEMENT

This SA/PPS has been approved by the following individuals in their official capacities, and represents Texas State policy and procedure from the date of this document until superseded.

VPSA Office Supervisor, Systems Services, Senior Reviewer of this SA/PPS

VPSA Office Systems Support Analyst, Reviewer of this SA/PPS

VPSA Office Vice President for Student Affairs, Reviewer of this SA/PPS