**Personal Technology Equipment Usage SS/PPS No. 04.07**

**Issue No. 6**

**Revised Date: 03/24/2024**

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**Next Review Date: 02/01/2024 (E4Y)**

**Sr. Reviewer: Director, Student Success Technology Services**

**01. POLICY STATEMENTS**

 \*01.01 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 – any device, software, or service not acquired by Texas State.

 02.02 Technology Equipment – devices that connect to or communicate 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 – any program used to direct the operation of a computer, as well as instructional documentation that is not purchased by Texas State funds.

**03. PROCEDURES AND RESTRICTIONS**

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

 03.02 Departments acquiring information technology equipment, software, or services should follow [SS/PPS No. 05.02](https://policies.txstate.edu/division-policies/student-affairs/05-02.html), Information Technology Purchases.

 03.03 Personal software may not be installed on university-owned equipment.

**04. REVIEWERS OF THIS PPS**

 04.01 Reviewers of this PPS include the following:

Position Date

 Director, Student Success February 1 E4Y

 Technology Services

 Associate Director, Student February 1 E4Y

 Success Technology Services

**05. CERTIFICATION STATEMENT**

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capacities and represents Texas State Student Success policy and procedure from the date of this document until superseded.

Director, Student Success Technology Services; senior reviewer of this PPS

 Vice President for Student Success