



## TECHNOLOGY LIFECYCLE MANAGMENT POLICY

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### **POLICY STATEMENT:**

This policy outlines the College's position on the allocation of technical assets and mobile devices, the management of usage/data plans, and the acceptable use of College-owned equipment.

This policy also outlines the return of College-owned assets once an employee is no longer employed at the college.

### **SCOPE:**

This policy applies to all College employees who have been provided a College-owned wireless and/or mobile device, with network access provided through the College's mobile service provider.

This policy also applies to any College employee who has been issued a College-owned technical asset (including, but not limited to, a laptop, monitor, docking station, etc.).

This policy defines who is eligible for College-owned technology assets including mobile devices and provide options and instructions for temporary assignments.

This policy clearly defines the rules around technical assets and wireless and mobile devices along with the return process once the equipment is no longer required.

### **DEFINITIONS:**

**"Mobile Device"** is general term for any electronic device that is capable of connecting to a cellular network using the mobile service provider's SIM card installed within it.

**"Wireless Device"** refers to any kind of communication device that does not require a physical wire to relay information from one device to another.

**"Enterprise Applications"** are applications that serve centralized business functions to the College and are not installed locally on end user computer devices.

**"Technology Assets"** is equipment that is owned, controlled, and managed by the College. This includes, but is not limited to, cellular devices, laptops, monitors, docking stations, keyboards, mice, and headsets.

**"Consumable Assets"** is anything that cannot be re-issued to another user due to life span expectancy or health and safety concerns.

**"Reusable Assets"** is anything that can be reissued to another user without any health and safety or hygiene concerns.

**"Employee/User"** includes someone who has an active work agreement for Conestoga College and has access to a college paid wireless plan and device and/or technology asset.

## **POLICY ELABORATION:**

### **Policy Statements**

- All technology assets are the property of Conestoga College and are recorded and tracked by the Information Technology & Systems (IT&S) department.
- All assets (wireless and mobile devices, tablets, laptops, etc.), shall be obtained through the IT&S department. Mobile devices can be procured by our third-party provider portal and must be approved by the subscribers Manager and IT&S.
- Technology assets cannot be reassigned to another employee without consulting the IT&S department.
- When employees are no longer employed by the College, they are required to return all technology assets to any IT Service Desk (Doon Campus- 1E12 is the main location).
- Records on all technology assets shall be maintained by the IT&S department.
- IT&S are responsible for disposing of all technology assets.

### **College Business Use**

Technology assets must primarily be used for College business use, although limited personal use is permitted at the discretion of the employee. All use of a technological asset must be in line with the Acceptable Use of Technology Policy at Conestoga College.

**Personal Use**

Limited personal use of technological assets is permitted. In the event an employee exceeds the corporate plan allowances due to personal use, they must reimburse the College for any charges incurred that exceed the standard monthly service charges.

Conestoga may access and use all information and data stored on and communicated through its technology assets for lawful purposes, including to facilitate work in an employee's absence, to conduct routine technical administration, to routinely audit system use, to investigate suspicions of improper system use and other misconduct and to comply with legal obligations. Individuals who engage in personal use of College-owned technology assets are deemed to accept that Conestoga has the right of access and may raise no expectation of privacy that prevents Conestoga from accessing and using information and data for its legitimate purposes.

**Roles and Responsibilities****IT&S Department**

- Responsible for the acquisition of all College-owned technology assets.
- Responsible for maintaining device inventory.
- Responsible to provide support to individual users as needed.

**Individual Department Managers**

- Accountable for approval of all technology assets assigned to their employees for business use.

**Employee/User**

- If a technology asset is required within a given role, employees must rely exclusively on College-owned equipment, services and systems.
- Ensure that equipment and services paid for by the College are used primarily for College-related business.

**REFERENCES:**

Technology Asset Management Procedure

Wireless and Mobile Device Technology Management Procedure

**REVISION LOG:**

8/18/2023 Academic Coordinating Committee