To: Mark Silliman, Chancellor Leeward Community College

From: Kazuo Chambers, Interim Coordinator Information Technology Group

Subject: Personal Equipment Policy

Date: April 14, 2005

Mark,

I have recently completed the review/approval process for the "Personal Equipment Use on Campus Network". The policy sent was reviewed by Division Chairs, Academic Support heads, Cliff Togo and Stu Uesato in January 2005. It was then presented to Campus Council and received its support on February 14, 2005. At the April 30, 2005 faculty senate meeting, the faculty senate unanimously approved the policy.

During this review/approval process I have integrated the suggestions given by the various bodies into the policy. At this time I would like to request your approval of this policy so that the Information Technology Group can proceed with its implementation.

Respectfully,

Kazuo Chambers 4/14/05

Kazuo Chambers, Interim Coordinator Information Technology Group

Approved/Disapproved

APR 1 8 2005

Mark Silliman, Chancellor

Prepared by the Leeward Community College Information Technology Group.
This is a new policy.

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Leeward Community College Executive Policy
April 14, 2005

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Personal Equipment Use on Campus Network

    I. **Purpose.** This policy sets forth the policies and procedures governing the use of personal equipment connected to the campus network.

    II. **Applicability.** This policy shall apply to all faculty, staff and students of the Leeward Community College campus.

    III. **Responsibility.** Overall responsibility of the implementation of this policy shall rest with the Leeward Community College Information Technology Group.

    IV. **Objective of Policy.** This policy is designed to protect the technological resources (desktop computers, laptop computers, servers, etc) connected to the Leeward campus data network.

Policy. All personally owned equipment must be registered with the Leeward CC Information Technology Group (ITG) before connecting to the LCC network (includes classrooms and office network connections). Registration is mandatory. The registered equipment will then be checked to ensure it is current with security patches and updates and has the latest anti-virus files. If the equipment is lacking in any of the above items it will be installed by our staff. If the individual refuses to allow the installation of security patches, updates, and the latest anti-virus files, the individual will not be allowed to connect his or her equipment to the campus network.

    The ITG Help Desk will record the following information:
    Name
    U.H. username
    Alternate email address
    Phone number
    Status
    Equipment information

    This information is confidential and will not be shared with any other LCC entity. Individuals must update changes or request that this information be purged from LCC ITG file upon terminating employment (faculty and staff) or attendance at the Leeward CC campus.