Union College Desktop and Laptop Policy
(11-03-2014)

Union College will consider purchasing a desktop or laptop computer for a faculty/staff member under the following conditions:

1. If the faculty/staff member chooses a laptop computer, it will be purchased in lieu of a desktop computer, not in addition to a desktop computer. Only one or the other will be issued to each person.
2. The College will subsidize the purchase ($2,000 as of July 2014) of a laptop or desktop. This is referred to as the “base value” of the computer. The laptop will include an external monitor, docking station, keyboard, mouse, and external drive for backups. A desktop computer will include a monitor, keyboard, mouse, and external drive for backups.
3. The laptop or desktop must be one supported by ITS and must meet minimum specifications. Current supported configurations can be found at the supported hardware website, which is updated yearly: http://its.union.edu/supported-hardware
4. If the laptop or desktop costs more than the subsidized price, the faculty/staff member or department must pay the difference.
5. Union College will assume ownership of the equipment and include it in the Union College Hardware Inventory Database. Licensing for software installed and supported by the College requires that the laptops be considered the legal property of the College. However, if an individual takes ownership of the laptop or desktop computer, most software licensed by the College (for example Microsoft Office) must be removed.
6. The faculty/staff member or department is responsible for the purchase of additional batteries or other consumables.
7. College-owned desktops and laptops are supported by the College as defined in the ITS policy on College-owned Computer Technology.
8. When the faculty/staff member is eligible for an upgrade, either the desktop or laptop will be returned to ITS, or if it is not needed, the faculty/staff member or department will be given the opportunity to purchase it for a mutually agreed upon fair market value.

Insurance

1. Anyone choosing a laptop computer is strongly advised to check to see if they are covered under a homeowners or other insurance policy.
2. In the case of a damaged laptop, it is the responsibility of the faculty/staff member to cover the cost to repair the damaged laptop.
3. The College assumes no other responsibilities or liabilities than those listed here or required by applicable law.
4. The College is not responsible for the personal belongings of employees. Any employee who brings personal belongings to work, including any items in College owned, leased, rental or personal vehicles, does so at their own risk and must take full responsibilities for such belongings. Please take care to secure valuable items and check your homeowner's policy to see if it provides coverage.