# Laptop Policy

**1.0 Purpose**

To define the policy and guidelines for users to obtain / request / use laptop computers.

**1.1 Applicability**

This procedure applies to any individual who may need or request the Archdiocese for a laptop computer.

**1.2 Effectivity**

This policy is effective immediately upon release.

**1.3 Authority**

It is the responsibility of the Director of Information Technology to define and interpret this policy and to enforce it within the Archdiocese of Baltimore.

**2.0 Glossary:**

**2.1** Business / AOB : The Archdiocese of Baltimore
**2.2** VPN: Virtual Private Network

**3.0 Procedure:**

**3.1** The AOB Division of Information Technology will approve of and procure all hardware and software AOB technology purchases.

**3.2** Any AOB employee who requests a laptop must first obtain supervisor and Executive Director approval before submitting the request to the Division of Information Technology.

**3.3** All laptop requests must be made via the AOB IT Laptop Request Form.

**3.4** Due to licensing agreements, AOB IT can not install business software on home computers.

**3.5** The following guidelines should be used to determine an employee's eligibility to obtain an AOB IT Laptop computer.

**3.5.A** The Archdiocese of Baltimore recognizes that computing outside of the Catholic Center is important and performed in varying degrees. To address this need, the AOB IT Division makes available Loaner Laptops and will maintain significant resources to meet this need. Most AOB employees fall within this category. The employee may request a loaner laptop from IT by sending an email to *Helpdesk.

**3.5.B** If the person's job function requires significant use of products and/or software licensed to the Archdiocese of Baltimore and the work is performed outside of the Catholic Center, then the request merits further consideration.

**3.6** All AOB procured software and hardware is the sole property of the Archdiocese.

**3.7** Employees may not install non-approved software on AOB computers.

**3.8** Employees can not attach their own personal Laptop on the AOB computer network.

**3.9** Employees must regularly connect to the AOB network from within the Catholic Center to obtain the latest Operating system patches, virus updates and other behind the scenes IT operations. Recommended intervals for direct connection to the AOB network is about every 2 to 3 weeks.

**3.10** Employees who are granted Laptops are not automatically eligible for Virtual Private Network connections to the AOB Network. Employees must follow the VPN Policy for approval of this enhanced laptop service.

**3.11** Users should read and follow the AOB Division of Information Technology Computer Use and Internet Policy that is published within the Code of Conduct for Church Personnel of the Archdiocese of Baltimore.

**3.12** Employees must read the AOB IT – Laptop Security Awareness and Usage Guidelines document.

**4.0 Enforcement:**

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

**I have read and understand the AOB – IT Laptop Policy.**

**Print Name:** _____ **Signature:**_____

**Division:** _____ **Department:** _____

**Date:** _____