



Title:	Computer Relocation Policy
Effective Date:	09/30/2016
Last Revision Date:	N/A
Office:	Information Technology (IT)

Information Technology Computer Relocation Policy

PURPOSE

Northshore Technical Community College's computer hardware, printers, network switches, and other pieces of hardware are configured for the exact location and purpose by Information Technology staff. If a device is moved to another location or repurposed for another use, that hardware may cease to work properly or cause software licenses for connected pieces of hardware to be lost. This can cause a loss of funds due to many hours of lost productivity and labor to repair hardware.

SCOPE

This policy applies to full-time employees, part-time employees, independent contractors, interns, consultants, suppliers, clients, and other third parties.

POLICY

Users are not permitted to install, remove, move, or otherwise alter the configuration or physical movement of any hardware or associated devices. To have hardware moved or configuration of hardware changed to suit hardware's new purpose, the user must get the approval from the campus dean and then notify the facilities management and the IT department by submitting a helpdesk ticket at <https://www.ntcchelpdesk.com>. A technician will consult with the user regarding the desired changes and address the ticket as soon as possible. Users are not permitted to unbox or install new computers. The only acceptable times when a user may move or change hardware is when directed to do so by IT staff via the aforementioned ticket process.

Failure to comply with the requirements set forth in these policies may result in sanctions to possibly include a verbal or written warning, formal reprimand noted on employee's evaluation, disciplinary procedures up to and including termination, and/or reimbursement to the College.



Policy & Procedure No. IT-006
Northshore Technical Community College

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
	NTCC Chancellor/Appointing Authority	09/30/2016	09/30/2016
	College Leadership Committee	09/30/2016	09/30/2016
	Student Affairs Committee	09/30/2016	09/30/2016
	Information Technology Director	09/30/2016	09/30/2016

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