

140-08 MIFI DEVICES—PROCEDURE

1. PURPOSE

The CCC ITS department is required to protect information in order to safeguard its users, property and data. Coconino Community College provides MiFi device checkouts for full-time faculty and staff. A MiFi allows a safe connection to the internet with a personal or work device from outside the college. Using general WiFi access points represent a significant risk to information security and data security which can be a conduit for unauthorized access to college data and ITS infrastructure. This can lead to data leakage and system infection.

All MiFi devices are the property of CCC and managed by Information Technology Services (ITS). MiFi devices are to be used for work-related needs only. Any overuse of non-work data that occurs on the MiFi may be charged to the end user's department. The device is not for streaming non-work related videos, music or video games.

Any individual who uses the technology resources of Coconino Community College consents to all of the provisions in the Acceptable Use of Technology Policy (140-00) and Procedure (140-01) and agrees to comply with all of the terms and conditions set forth herein, and with all other applicable College policies, regulations, procedures, and rules, including applicable local, state, and federal laws and regulations.

2. PROCEDURE

The check-out procedures for MiFi devices are as follows:

1. To check-out MiFi equipment, the borrower must present a valid Coconino Community College faculty or staff ID.
2. Borrowers can pick up available equipment on a first-come, first-serve basis.
3. Borrowers must:
 - a. Be full-time employees of Coconino Community College.
 - b. Receive approval from their supervisor via email prior to borrowing a device and forward proof of approval to ITS.HelpDesk@coconino.edu.
 - c. Check out devices from a full-time staff member of ITS in-person.
 - d. Check in devices to a full-time staff member of ITS in-person.
4. The borrower's department is responsible for replacement cost if stolen or returned damaged.
5. Once an item has been checked out to a borrower, he/she is responsible for the equipment.
6. Device may be checked out for a maximum of one week.
7. MiFi must be returned to ITS immediately after use.

3. BACKGROUND

1. References: <http://www.csun.edu/sites/default/files/Device-Usage-Policy-Procedures-and-Approval-Form-v2.pdf>
2. Revision history: 08/03/2016 (new)
3. Legal review: none
4. Sponsor: Information Technology Services

Approved by College Council: 08/03/2016

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