College of Humanities and Sciences
Off-Campus Computer Policy

Faculty and staff who are assigned a computer for off-campus use must complete the REQUEST FOR OFFSITE EQUIPMENT USE form and return it to their school/department. The form must be approved and signed by the appropriate department head. The school/department must store the approved REQUEST FOR OFFSITE EQUIPMENT USE form in a central location and provide the form for review upon request, for inventory and auditing purposes.

Off-campus computers and equipment must be used for work-related purposes, in accordance with the VCU Computer and Network Resources Use Policy. All off-campus computers and equipment purchased with state funds (including internal and external grants) and/or supported by the College of Humanities and Sciences Technology Services must also comply with all applicable federal, state, and university laws and policies.

In order to meet compliance and auditing regulations, laptop/tablet computers must be connected to the network connection in the faculty or staff member’s office on a regular basis, in order to ensure that the equipment is properly updated and inventoried.

Any desktop computers or workstations assigned for off-campus use must be returned to the College of Humanities and Sciences Technology Services office at least once per calendar year for updating and compliance testing.

Compliance References:

- College of Humanities and Sciences Computer Hardware and Software Purchasing Policy
- College of Humanities and Sciences Supported Computers Policy
- VCU Computer and Network Resources Use Policy
- VCU Information Security Policy
- VCU Information Security Policy Implementation Procedures
- COV ITRM Information Technology Security Standard (SEC501-01)
- Virginia Department of Human Resource Management – Use of Internet and Electronic Communication Systems (Policy 1.75)