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## ELECTRONIC DEVICES

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### 1 PURPOSE

1.01 This document details the policies and procedures for assignment, use, and storage of electronic devices used in Utilities Maintenance & Operations. An electronic device is a device such as a laptop, chrome book, or tablet that can be carried by an individual and is primarily used to interface with software utilized by the FD&O Department while in the field.

### 2 EXPECTATIONS

2.01 All staff assigned the use of an electronic device will adhere to the procedures detailed in this document.

### 3 RESPONSIBILITIES

3.01 *Director or Appointee:* All purchases & assignments of electronic devices must be approved by the Director or the authorized/appointed Appropriate Administrator.

3.02 *Information Technology:* Information Technology will provide Administrative Services a list of devices and assigned users. Any unassigned/recently purchased electronic devices and will not issue them without the approval of the Director or the authorized/appointed Appropriate Administrator. When an employee is leaving employment, the device needs to be returned to Administrative Services for clearance forms to be signed for property return.

3.03 *Assignee:* Is anyone who is assigned to use an electronic device either as a part of the job or as a temporary assignment. An assignee is responsible to ensure the electronic device is:

- Not left unattended.
- Secured appropriately during and between shifts.
- Fully charged at the beginning of each scheduled shift
- Reported to the Appropriate Administrator when experiencing any problems/damage/loss immediately.
- Used according to the procedures detailed in this SOP.

3.04 *Technology Systems Specialist:* Is to ensure that anyone assigned to use a device is trained on its proper usage and that the device is in working order upon its assignment. They are to troubleshoot any problems that arise with the function of these devices. They are also responsible for programming and performing any software updates or uploads.

### 4 PROCEDURES

4.01 *Purchase:* Devices are to meet the specifications below and will not be purchased without approval of the Director or the authorized/appointed Appropriate Administrator.

4.01.1 *Specifications* are detailed by Information Technology for all electronic devices utilized in FD&O:

4.02 *Assignment:* Mobile devices are to be assigned to a specific user (assignee) by the Director or an authorized/appointed Appropriate Administrator. Consideration must be given to



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frequency of use, work assignment, and frequency of interaction with Software. Additional may be issued as needed and some assignments may be temporary based on need. The intent of the device is to save time and increase efficiency.

- 4.02.1 Electronic devices assigned to individuals will be the responsibility of the assignee. The device may not be shared or otherwise utilized by any other individual without the express permission of an Appropriate Administrator.
- 4.02.2 Electronic devices intended for temporary assignment are also assigned by an Appropriate Administrator and must be checked out from Administrative Services.
- 4.02.3 The devices will have a property tag with a number assigned to it which will be tracked to the assignee.
- 4.03 *Use:* The device may be used for the following applications:
  - Any software utilized within FD&O for the performance and assignment of work.
  - Accessing your SJSU assigned email.
  - Taking pictures related to work tasks.
  - Communicating with coworkers, vendors, and contractors.
  - Accessing documents specific to performing work tasks.

The assignee will not be permitted to add additional applications or use the device for any other purpose than that described above. Downloading of music, personal photos, games, or outside software is prohibited and may result in disciplinary action. If additional applications are required they may be requested by the assignees to the Appropriate Administrator who will determine if the requested application is appropriate to be utilized.

Assignees are required to use the Google Drive application on the device to access and view their schedules. Additional tools such as building drawings and equipment documentation will also be provided through this application.

Assignees are required to use the WEB TMA application on the device to access their work orders and to perform the following tasks:

- Lookup assigned work orders.
- Enter time to assigned work orders performed no later than the end of the scheduled work shift.
- Enter Technician Reports to the work order to record work performed.

Assignees are required to utilize an email application to access their work emails.

Assignees are required to utilize the internet browser application to access such information as is necessary to perform their assigned work tasks. This may include reviewing online vendor catalogues to identify and request parts and materials; look up manufacturer information.

As technology permits Assignees may be granted access to additional applications used on campus such as a Central Energy Management and Control System (CEMCS).



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Assignees are required to know their user names and passwords for use of all required work applications.

Assignees may make recommendation for additional applications to be added to their devices. Applications must be approved by the Appropriate Administrator. Downloads of Applications will be performed by the Technology Systems Specialist or the Appropriate Administrator only.

- 4.04 *Storage:* At the end of each shift the electronic device will be stored in a secure locker/ location provided by the department and identified specifically for its use. Alternate locations may be recommended by staff but must be approved by the Appropriate Administrator. Devices may be taken home with the assignee only by written permission from their Appropriate Administrator; however the assignee is responsible for having the device fully charged and available upon return to work the next business day.
- 4.05 *Stolen/Lost Devices:* The assignee will report the loss of any stolen or lost device to their Appropriate Administrator immediately along with a Police report from UPD. Assignees are not to leave the device unattended.
- 4.06 *Damaged Devices:* Through the course of work a device may become damaged or broken. The assignee will report such damage to their Appropriate Administrator immediately. Assignees are responsible to ensure their device is protected at all times while in their possession.
- 4.07 *Malfunctioning Devices:* Any device malfunctioning or not performing properly will be reported by the assignee to Admin Services in FD&O. The Technical Systems Specialist will troubleshoot any problems and report to the Appropriate Administrator any problems that cannot be solved. In these situations the Technical Systems Specialist may approve the temporary assignment of a spare device while the problem with the original device is investigated.
- 4.08 *Replacement:* Replacement devices are approved only by the Director or an authorized/appointed Appropriate Administrator.
- 4.09 *Annual Cleaning/Maintenance:* Laptops are collected annually to perform cleaning & Maintenance of the laptop.

By signing below, I am acknowledging and agree to the electronic device policies and procedures on the proper use, storage, and how to report any lost, stolen, damage, or malfunctions of my assigned device.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee Signature and Date