Policy Name:	Computing Equipment Policy		
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Policy Statement

The purpose of this policy is to outline employee rights and obligations in relation to the provisioning and use of Nipissing University computing equipment including but not limited to procurement, management, and acceptable use. This policy does not cover printers or mobile devices (see Mobile Device Policy).

The detailed procedures for implementing this policy are provided in *Appendix A*.

Reason for Policy

Nipissing University is committed to ensuring secure, standardized, and efficient use of computing equipment in support of academic and administrative functions. This policy exists to safeguard institutional data, support responsible stewardship of university resources, and ensure compliance with procurement and cybersecurity standards. It addresses the need for centralized management, equitable provisioning, and clear accountability for computing equipment across the university.

Policy Applies to

This policy applies to all employees issued a Nipissing University leased or owned computer.

Who Should Read this Policy

All employees who have been provided with a Nipissing University leased or owned computer are expected to familiarize themselves with this policy.

Contacts

Questions about this policy should be directed to the Vice-President, Finance & Administration at vpfa@nipissingu.ca.

Definitions

Computing equipment: a computer and any connected peripherals.

Departmental authority: person(s) who have signing authority within a unit under the Approval Authority Policy, 2.2.2012.B.

Employees: all Nipissing University faculty and staff, including but not limited to full-time, part-time, contract, casual and contractors.

Faculty: include all part-time and full-time faculty employees (can include others).

Leased computer: a computer leased by Nipissing University that has a Nipissing University asset tag.

NU: Nipissing University

NUFA: Nipissing University Faculty Association Full-time Academic Staff Bargaining Unit.

Owned computer: a computer purchased by Nipissing University through departmental funds, PER, research funds, that has gone through the UTS approval process and has a Nipissing University asset tag. This includes NU owned tablets (e.g. iPads).

PER: Professional Expense Reimbursement.

Peripherals: include but not limited to a monitor, keyboard, mouse, trackpad, external hard drive, USB hub, adapter, docking station and charger.

Research funds: include grants and all other money received for research.

Staff: include all Nipissing University administrative and support staff employees.

UTS: University Technology Services.

The Policy

1. Employees are required to adhere to Nipissing University's [Acceptable Use Policy](#).

2. All computing equipment procurement must comply with Nipissing University's [Procurement Policy](#).

3. Employees must comply with the procedures outlined in the [Computing Equipment Procedural Document](#) (Appendix A).

4. Employees are expected to use NU leased or owned computers predominantly for work-related purposes.

5. Employees who have been issued an NU leased or owned computer by Nipissing University are required to perform all work-related activities exclusively on that device.

6. Privileged Access Workstations (PAWs) may be required to access certain Nipissing University services based on the sensitivity of the data or administrative privileges involved. These are procured and managed by UTS.

7. Tablets such as iPads are covered under this policy.

8. Nipissing University requires that all NU leased or owned computers accessing university systems and data be managed by UTS. This includes the installation of system management and security software, and the removal of administrative rights, in alignment with Center for Internet Security (CIS) control standards.

9. UTS reserves the right to immediately revoke a computer's access to Nipissing University systems, software, and data if it is deemed to pose a potential risk to the University, such as in the case of a suspected cybersecurity incident.

10. UTS reserves the right to remove any non-UTS approved software from NU leased/owned computer, including software not related to Nipissing University work.

11. An employee cannot transfer an NU leased/owned computer to another employee.

12. An employee cannot retain additional NU leased/owned computers beyond what is required for work, as determined by UTS, the departmental authority and the Vice-President, Finance and Administration where appropriate.

13. Employees on leave are required to follow the directives issued by Human Resources concerning their computing equipment. Typically, employees do not retain their computing equipment during the leave period.

14. Faculty on sabbatical can retain their leased computer. If the computer lease comes due while a faculty member is on sabbatical, UTS will provide notice, and it is the responsibility of the faculty to exchange the computer on campus.

15. Employees do not have the option of purchasing a leased computer.

16. In accordance with Article 35 of the current NUFA Collective Agreement, full-time faculty have the option to purchase an NU owned computer originally bought with their PER or research funds. This option does not apply to equipment leased by the University, such as leased laptops. Prior to release, the computer must be reimaged by UTS to remove NU licensed software.

17. Failure to comply with this policy may result in employment consequences, including disciplinary action and/or termination.

18. Any exceptions to this policy can be made at the discretion of the Vice-President, Finance & Administration.

Forms and Tools

Acceptable Use Policy
Mobile Device Policy
NUFA Collective Agreement
Procedures for Implementing the Computing Equipment Policy – See Appendix A
Procurement Policy

Appendix A

Computing Equipment Procedural Document

This document outlines the procedures for procuring, configuring, maintaining, and returning computing equipment at Nipissing University. It details the responsibilities of University Technology Services (UTS) and employees, including standards for equipment selection, approval processes, care expectations, and security compliance. The goal is to ensure consistent, secure, and efficient management of all computing devices used for University operations.
Employees must use the Help Desk ticket tracking system (helpdesk.nipissingu.ca) to facilitate any computing equipment requests.

Definitions

CASBU: Contract Academic Staff Bargaining Unit.

Computing equipment: a computer and any connected peripherals.

Departmental authority: person(s) who have signing authority within a unit under the Approval Authority Policy, 2.2.2012.B.

Employees: all Nipissing University faculty and staff, including but not limited to full-time, part-time, contract, casual and contractors.

Faculty: include all part-time and full-time faculty employees (can include others).

Leased computer: a computer leased by Nipissing University that has a Nipissing University asset tag.

NU: Nipissing University

Owned computer: a computer purchased by Nipissing University through departmental funds, PER, research funds, that has gone through the UTS approval process and has a Nipissing University asset tag. This includes NU owned tablets (e.g. iPads).

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1. Procurement and Provisioning

These procedures define how computing equipment is obtained, configured, supported, and managed to ensure consistent standards, security, and operational efficiency across the University.

1.1 General Use Computers

UTS is responsible for the procurement, configuration, and ongoing management of computing equipment used in general-use computer labs and classroom environments.

1.2 Primary Work Computer

Full-time employees are provided with one standard NU leased laptop, which includes a three-year refresh cycle and full warranty coverage for the duration of the lease, including accidental damage protection. Exceptions may be granted with the approval of the Vice-President, Finance and Administration.

- Laptops are issued to facilitate flexible work arrangements, improve mobility across workspaces, and ensure consistent access to essential systems and tools, whether on campus or working remotely.
- The standard-issue laptop is a Windows device.
- UTS is responsible for supporting and maintaining these leased devices throughout the lease period.
- UTS provides a standard laptop configuration suitable for typical work requirements.
- For roles that require higher performance, including those that depend on significant rendering, visualization, or real-time processing capabilities, UTS offers additional standard configurations. Requests for these alternatives will be reviewed and approved by UTS based on documented business needs and compatibility with supported technologies.
- Requests to lease a non-standard computer, such as Apple devices or desktop units, must include valid, documented business justification, to be reviewed and approved by the departmental authority first, then UTS and finally, the Vice-President, Finance & Administration. The computer must comply with UTS security and management standards.
  - In the absence of justification and with the approval of the Vice-President, Finance and Administration, UTS will fund up to the cost of a comparable Windows laptop, and any additional cost must be covered using departmental, PER or research funds.
- In certain cases, full-time employees may be assigned a shared leased computer, based on operational needs and departmental discretion.
- Part-time support staff may be assigned a leased computer, subject to approval by their departmental authority and UTS. In some cases, this may be a shared device.
- In accordance with the CASBU Collective Agreement, computers are provided for part-time faculty use in designated part-time faculty offices.

1.3 Additional Computer Procurement

Procurement of computers beyond the primary leased units must follow the process outlined below. This includes computers purchased using departmental funds, research funds, or PER.

- Prior to procurement, employees must submit a Help Desk ticket outlining their requirements, and UTS will provide recommendations along with preferred vendor pricing, where available.
    - UTS will review the request to ensure the proposed device meets the operational or academic requirements and complies with UTS security and management standards.
- Only pre-built computers will be approved for use.
- UTS reserves the right to recommend that a proposed purchase not be approved, and may escalate such recommendations to the Vice-President, Finance & Administration.
- Purchases under $5,000 (before taxes) should be made using a PCard. Purchases exceeding $5,000 must be completed through the online requisition process, in accordance with the Nipissing University [Procurement Policy](#).
- Faculty purchasing a computer using PER or departmental funds must obtain approval from their departmental authority.
- Faculty purchasing a computer using research funds must obtain approval from the Research Office.
- Staff purchasing a computer using departmental funds must obtain approval from their departmental authority.
- All newly purchased computers must first be received by UTS, whether shipped directly or dropped off. Each device will be assigned an asset tag and recorded in the University's financial system for inventory tracking. UTS will then complete the configuration process, including the installation of system management and security software and the removal of administrative rights, in accordance with Center for Internet Security (CIS) control standards.
- The purchase of an extended warranty is strongly recommended to ensure continued support and minimize repair costs beyond the standard warranty period. This is done at the time of purchase.
- UTS reserves the right to refuse support for any Nipissing University computers that were purchased without prior consultation and approval from UTS. Lack of support means the University will not provide troubleshooting, application support, or security updates. Continued use of such unsupported equipment may introduce security vulnerabilities, disrupt University systems or services, and may result in the immediate removal of these devices from the network to protect institutional operations and data integrity.

1.4 Peripherals Procurement

Peripherals are not supplied by UTS and must be purchased using departmental budgets, PER, or research funds, as outlined below.

- The Nipissing University [Procurement Policy](#) must be followed.
- For purchases under $500, employees may submit a Help Desk ticket outlining their requirements, and UTS will provide recommendations along with preferred vendor pricing, where available.
- For purchases exceeding $500, employees must submit a Help Desk ticket. UTS will provide preferred procurement options and assign the required asset tag. The tagged device will be recorded in the University's financial system for inventory and asset management purposes.
- Faculty wishing to purchase peripherals using PER or departmental funds must obtain approval from their departmental authority.
- Faculty wishing to purchase peripherals using research funds must obtain approval from the Research Office.
- Staff wishing to purchase peripherals using departmental funds must obtain approval from their departmental authority.

2. Equipment Care and Support

Employees are responsible for maintaining the condition and security of all assigned computing equipment, following these guidelines to ensure reliability, longevity, and compliance with University standards.

- Employees are expected to take reasonable care of all assigned computing equipment. Devices should be kept clean, free of stickers or permanent attachments, and protected from damage.
- Employees experiencing technical issues or accidental damage to their leased computer must report the problem to UTS immediately. Delayed reporting may lead to operational disruptions, additional damage, and increased out-of-warranty repair costs.
- UTS does not provide support for computing equipment that it considers obsolete and reserves the right to disconnect such devices from the University network. Lack of support means the University will not provide troubleshooting, application support, or security updates. Continued use of obsolete or unsupported equipment may introduce security vulnerabilities, disrupt University systems or services, and may result in the immediate removal of such devices from the network to protect institutional operations and data integrity.

3. Exchange and Data Management

These procedures outline the proper steps for exchanging leased computers and managing data to ensure secure transfer, minimal disruption, and compliance with University data protection standards.

- Employees must follow UTS-provided instructions when exchanging leased computers to ensure timely completion of the exchange and proper transfer of all data.
- Employees are required to save confidential and restricted Nipissing University data to their Nipissing University MS OneDrive and/or other UTS designated network storage locations, where it is automatically backed up. UTS does not backup, or transfer data saved outside of UTS designated storage locations.

4. Role or Position Changes

When a staff member changes positions, UTS collaborates with the relevant departmental authorities to determine if the staff member should retain their existing leased computer or if they will require a different computer for their new position.

5. Return of Equipment

Any NU leased or owned computer that is no longer needed by an employee must be immediately returned to UTS.

Questions

Create a Help Desk ticket at helpdesk.nipissingu.ca.

Document last updated August 2025