

PORTABLE EQUIPMENT POLICY BP#147

Policy Number: BP # 147
Effective Date: Approved by the Eastern Washington State Historical Society (EWSHS)
Application: Applies to all employees of the EWSHS.
History: This policy replaces HR # 212.

Purpose: The museum recognizes portable equipment, including but not limited to tablet computers, laptop computers, and cellular phones, are valuable tools that may aid employees in conducting business in an effective and timely manner. These tools can help employee productivity and promote public and employee safety. The purpose of this policy is to help the EWSHS:

- Ensure state-owned equipment is cared for in a reasonable, prudent and responsible manner.
 - Ensure EWSHS and employees are aware of their responsibilities.
 - Establish a policy to allow employees to use state-owned equipment offsite.
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Definitions

Cellular Device: A portable device with cellular communications capability and cellular service plan, such as a cell phone, smartphone, data card, cellular enabled tablet, netbook or any other type of cellular device.

Computers: These include portable devices such as laptops, electronic notebooks and tablets.

Equipment: Any cellular device or computer as defined above.

Loss of Equipment: Loss is defined as an inability to locate equipment, theft of equipment or the loss of use of equipment because of damage to equipment while in employee's possession.

Employee Responsibilities When Removing Equipment From Workplace

- A business need is required to remove state-owned equipment from museum premises.
 - Prior permission from the employee's supervisor is required to remove state-owned equipment from museum premises. Permission should be specific as to dates the equipment will be offsite and dates the equipment will be returned.
 - State-owned equipment must never be left unattended in public places or a vehicle.
 - Individuals are responsible to provide reasonable care of state-owned equipment while it is in their possession and to keep the equipment from harm (such as spilled liquids, environmental factors, and loss or theft of equipment)
 - Employees are responsible for adherence to all IT policies when using the state-owned equipment.
 - Use of equipment by non-museum employees is not authorized.
 - Use of equipment for personal reasons is not authorized.
 - Lost or stolen equipment must be reported in writing within three days of the incident.
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EWSHS Responsibilities

- The EWSHS is responsible for maintenance of equipment.
- The EWSHS is responsible for determining business needs of equipment.
- The EWSHS is responsible for knowing the location of equipment.
- The EWSHS is responsible for ensuring policy is followed and consequences are administered appropriately.

Consequence of Loss of Equipment:

Equipment loss as a result of violation of policy or employee negligence may result in removal of equipment from employee’s possession. The employee may be subject to disciplinary action, up to and including termination from employment. The employee may be required to pay for replacement costs of equipment if the loss was determined to be due to gross negligence.

WAC’s that apply to this policy and procedure

<u>State IT Security Standards</u>	Policy #204 – EWSHS IT Policy
WAC 292-110-010	RCW 43.43.830
RCW 13.34.040	RCW Title 26
RCW 74.34	