

Technology Ownership Policy

Purpose

To specify ownership of technologies purchased by Bethune-Cookman University.

Policy

Regardless of the source of funding for the purchase of technologies, all hardware and software purchased or obtained by the University through departmental budgets, grants, donations, or other University-related activities are the property of the Bethune-Cookman University and may not be appropriated for personal use or kept after separation from employment.

Upon termination of employment, all mobile (non-work area) University technologies in the terminating employee's possession, regardless of how that technology was obtained, must be physically returned to the Center for Information Technology.

Department managers/chairs are responsible for ensuring any office technologies assigned to an individual for use in their work area (desktops, printers, faxes, etc.) remain in the office for re-allocation when a person leaves the University. These technologies may not be removed and reassigned to other personnel or areas without CIT approval.

Procedure

Employees who are leaving Bethune-Cookman University must return any mobile University-owned technology (laptops, cell phones, PDAs, data projectors, etc.) in their possession to the Helpdesk in the Center for Information Technology and account for office technologies assigned to them. They can do this by calling the CIT Help Desk at (386) 481-2070 and requesting a CIT Departure Form. CIT staff will work with department managers/chairs to identify all assigned technologies.

The "Separation from Employment" CIT Departure Form will not be complete without the signoff of the Department Manager and CIO.