

# STOCKTON UNIVERSITY



## PROCEDURE

### Technology Equipment Losses

Procedure Administrator: Chief Information Officer

Authority: N.J.S.A. 18A:64-8

Effective Date: December 22, 1977, March 21, 1978, October 20, 2010; April 27, 2020

Index Cross-References: Policy VI-42: Fixed Assets; Procedure 6909: Missing or Stolen University Property Reporting

Procedure File Number: 4152

Approved By: Dr. Harvey Kesselman, President

All losses, including theft, of University technology and/or files must be immediately reported by the individual who was in possession of the technology and/or files to Information Technology Services and Campus Police per University Procedure 6909 and/or the local authorities, if applicable. The University will take immediate steps to prevent or minimize the harm or damage that may result, and, where appropriate, to determine financial responsibility for Information Technology Services' equipment. Technology loss includes the following: loss or theft of a University-owned Information Technology Services device (e.g., laptop, smart phone, iPad, or other) or a personally owned device used to access the University's computer network or used to store files with sensitive University data.

The assignment for replacement responsibility for equipment losses will be determined by the Chief Information Officer in consultation with the Divisional Executive supervising the individual who was in possession of the equipment when the loss occurred.

#### Review History:

	Date
Procedure Administrator	2/5/2020
Divisional Executive	2/5/2020
General Counsel	3/25/2020
Cabinet	4/23/2020
President	4/27/2020