UNIVERSITY OF WISCONSIN-MADISON
FACILITIES PLANNING & MANAGEMENT

Computer Use for FP&M Staff Not
Issued Their Own Computer
Policy #120-AVC Rev.: 0
Office of the Associate Vice-Chancellor
Date: November 21, 2016

1. Policy Statement

Facilities Planning and Management (FP&M) continually strives to improve communications with all of its employees. Creating an environment for increased access to computers for employees who do not have regular access in their current position will help improve electronic communications within the division.

2. Purpose

To establish guidelines on access and reasonable use of information technology equipment for employees who do not typically use computers for their daily work; allowing those employees access to work-related information.

3. Definitions

Information Technology Devices – A group of products that have a primary function related to the collection, transfer, storage, or processing of data. Examples of Information Technology Devices include computers, laptops, telecommunications equipment (cellphones and smartphones), monitors, keyboards, printers, servers, and drives.

Cellphones/Smartphones/Devices – Any phone or portable device capable of making and receiving calls, emails, and/or text messages or accessing the internet.

Public kiosks – Computers in the public spaces of buildings providing students, staff, and faculty instant, walk-up internet access supported by DoIT. Requires a NetID and password to access.

FP&M computers – Computers provided by FP&M for staff to use for work-related reasons, supported by AIMS, and requiring a username and password to access.

4. Scope

This policy applies to University Staff who are not issued a computer and/or who do not typically use a computer for extended daily work activities. Departments and units are able to create their own information technology equipment use guidelines, but they should not be more restrictive than what is outlined here.

5. Procedures

    A. Computer Access
- FP&M strives to identify or make computers available for shared use by University Staff who do not typically use computers to perform daily job duties.

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- These computers can be used for reading work email, job applications, and work-related websites (e.g., MyUW to access Leave and Earning Statements, etc.).
- Employees who have ready access to public kiosks in buildings may also use the public kiosks to accomplish these tasks in accordance with existing guidelines.

B. Reasonable Use

- Supervisors are expected to allow at least 15-20 minutes a week, outside of break time, for employees to access work-related resources including work e-mail, MyUW, and other work-related websites.
- FP&M recognizes there are occasions when employees may need to use computers for longer periods of time. In these instances, the employee should notify the supervisor of the need. Supervisors are expected to make reasonable accommodations to facilitate an employee's computer use, subject to operational necessities. Examples include, but are not limited to, the following:
  o Annual benefit enrollment period;
  o Life changes necessitating benefit changes;
  o Participation in shared governance and non-shared governance committees; and,
  o Assignments for training or classes pre-approved by the supervisor.
- Employees may use the computers on lunch and break times as long as the activity falls within the appropriate use guidelines for the University.

C. Use of personal cellphone, smartphone, or IT device

- Use of personal smartphones or other IT devices for purposes other than work is generally restricted to authorized break and lunch times.
- FP&M authorizes the use of personal listening devices including smartphones for listening to music or other audio materials when the supervisor determines the environment and conditions are safe and use does not interfere with customer interactions.
- In the event of a family illness or other emergency, use of a personal phone or device to communicate information will generally be permitted provided it does not interfere with the satisfactory execution of one's job duties.
- An employee shall not be required to use a personal smartphone, device, or phone to complete work tasks or work communications.
- An employee may choose to use a personal smartphone, device, or phone to complete work tasks or work communications, with permission of the supervisor.
- All work-related records (e-mails, text messages, voicemails, etc.) are public records and employees may be required to relinquish their devices, whether or not the information technology equipment used is owned by FP&M, the University, or the employee.

D. FP&M staff must follow appropriate use policy and guidelines provided by the University, DoIT, and AIMS.

Failure to Comply:
Employees who fail to comply with the policy will be counseled and repeated noncompliance

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may result in disciplinary action.

UW Madison "Responsible Use of Information Technology Policy"
Violations of University rules governing responsible use of IT resources may result in loss of access privileges, University disciplinary action and/or criminal prosecution.

6. Approvals and Revisions

Lists approval by the Associate Vice Chancellor for Facilities Planning and Management, the date of approval, and any subsequent revision dates.

Signature _____ Date: __11/21/16__

Next review date: One year from signing.

Policy Number	120-AVC
Effective Date	11/28/2016
Date Approved	11/21/2016
Revision Date	

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Appendix A.   Additional Resources

- UW-Madison "Responsible Use of Information Technology Policy"
  https://kb.wisc.edu/itpolicy/cio-responsible-use-policy

- DoIT Kiosks: https://it.wisc.edu/services/kiosks/

- AIMS LAN Authorization Form:
  https://www.aims.wisc.edu/aims/Portals/0/PDFs/AIMSLANSystemAuth.FormFinal.pdf

- FP&M Committee Participation Policy:
  http://facilities.fpm.wisc.edu/Committee_service_Final_5-12-15.pdf

Appendix B.   Contacts

Subject	Office or Position	Telephone Number	Office Email or URL
Subject Matter Expert	Communications Director	608-262-6384	Steven.wagner@wisc.edu
Policy Sponsor	Interim AVC	608-265-3444	Margaret.Tennessen@wisc.edu
Web Address: http://facilities.fpm.wisc.edu/Policies.htm			