

New Laptop Offering for Professional Faculty/Staff Acknowledgement Form

As part of the 2006-2007 computer replacement program, LIS will be offering faculty and staff, who are eligible for a computer replacement, a choice between a desktop computer and a laptop computer. This is made possible because of the significant reduction in laptop costs. However, each faculty member should carefully consider whether he/she would be better served by a desktop or a laptop. The information in this document is provided to help you make the best decision for yourself.

Comparison Chart

| Consideration | Desktop | Laptop | Comments |
|--|---|---|---|
| Where do you prefer to use a computer? | Work mostly or exclusively in my office | Work in my office, and frequently on the road and/or at home | If you work mainly in the office, but need to occasionally to access campus information from your home machine, the helpdesk can show you ways to do this. |
| Screen size | Prefer/need a 17" or larger screen | Can work with a 14" or 15" | Be sure to take a look at a laptop screen before choosing it as your primary machine |
| Theft Risk | Prefer to assume no more risk than that of keeping anything else in my office | Comfortable taking extra precautions to protect the machine from theft and damage | Your home may be more secure than your office, but also consider impact of travel, etc. |
| Classroom Use | Do not need to use in classroom or prefer to use teaching stations already in place | Would use it regularly as part of instruction | If you work mainly in the office, but need to occasionally to access information stored while in the classroom, our lab techs can show you ways to do this. |
| Sensitive Data | Prefer to assume no more risk than that of keeping anything else in my office | Comfortable taking extra precautions to guard against unauthorized access to sensitive data | Consider exposure to not only theft but intrusion on home networks and other extended risks |

Please also consider:

- If you select a laptop, this will be your primary computer. A port replicator is part of the laptop package which makes connecting to your office printer and the campus network much easier.
- If you require additional resources, such as external keyboards, mice, and monitors, the difference in cost will need to be made up by your department and requires approval of your Dean and/or Department Chair. The same is true if you would like a tablet PC in place of a laptop.
- If you select a laptop, the replacement cycle is not accelerated. See the link below for more information on the cycle: <http://web.plattsburgh.edu/technology/computers/compdistplan.php>
- Laptops will have the same upgrade cycle as desktops. While the specs for laptops are close, for some reason, users seem to want to upgrade laptops at a faster rate than desktops. We simply can't afford to do that, so laptops will follow the same schedule as desktops.
- Laptops can be targets for theft. While desktops can also be stolen, the portability of the laptops some times makes them more of a target. In addition, that same portability increases the chances that such equipment will be used outside of the office which exposes the asset to environments that office desktops do not face. These environments may be greater or lesser risks. As such, taking a laptop off campus forces the user to assume the responsibility of making prudent choices about assessing that asset including protecting it from theft or damage.
- When on campus, use the wireless connection in your laptop only in areas where the campus has installed wireless access points. Please do not try to extend such wireless access by bringing in residential or commercial wireless routers or access points and plug them into network jacks in your office. The installation of unauthorized network equipment directly impacts campus network security. Unauthorized access points and/or wireless routers will be immediately disabled from the campus network.
- Where possible, sensitive data should not be stored on laptops that leave campus. If your laptop must contain sensitive data, you should take extra steps to prevent the loss of such data in the event of theft. Such steps include data encryption and/or password protection of such items or where possible, the removal of fields such as ID or account numbers from records.

Questions? Contact John Bradley (bradlejp@plattsburgh.edu) or TJ Myers (myersjtj@plattsburgh.edu)

My signature below indicates that I have read, understand, and agree to the guidelines listed above.

Name: _____ Date: _____

Supervisor: _____ Date: _____

Unit Head: _____ Date: _____

Vice President/President:: _____ Date: _____