


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 4:029	Supersedes Policy Number:
Date: September 16, 1987	Dated:
Subject: Home Use of Computer Terminals	
Initiating Authority Vice President for Finance and Administration	SBR Policy/Guideline Reference:
Approved:  President	

1. Computer terminals declared by the Director of Computer Services as not currently assigned to any other location may be made available for use at home by employees of the Computer Services department. "Unassigned" terminals may include terminals taken out of service due to replacement by more advanced equipment, terminals with problems but which are still functional, terminals awaiting assignment, etc.
2. Participation in this program is to be voluntary and not a requirement for employment. Use of terminals at home shall not be a substitute for the employee being at his/her official station during normal work hours.
3. Terminals may be signed out for annual periods of time by Computer Services employees. A log of what equipment is signed out to whom will be maintained by the Director of Computer Services or his/her designee. Terminals may be called in at any time if they are needed on campus. Terminals will be returned to Computer Services at least annually (in June) for the purpose of equipment inventory.
4. Employees who check out terminals must safeguard the physical condition of the terminal as well as protect its use from non-employees of the university. Only those normal activities which have been approved are to be performed by the employee on terminals at home. Any damage or malfunction of the terminal will be treated the same as if the trouble had occurred at the employee's official work station.
5. The Director of Computer Services will review the effectiveness of this policy and the benefits derived from it by the university on an annual basis. Criteria to be considered

include any incidents of abuse, inconvenience to the university if "at-home" terminals are suddenly needed to be placed into service elsewhere, instances in which the "at-home" terminals were used to prevent or correct problems in a more timely manner than would have otherwise been possible, etc. Availability of terminals to individual employees or all employees shall be terminated if sufficient benefit is not derived by the university.