Student Affairs Technology Policy

Title	Computer Policy		Approved Version	2.1
Reference			Next Review Date	June 2026
Owner	Vice President Division of Student Affairs		Date of Publication	June 2025

Policy

The Student Affairs Information Technology (SAIT) Services Team is responsible for managing all computing equipment within the Division of Student Affairs. This includes procurement, inventory, and deployment of all devices.

The SAIT Team will assess all equipment needs and requests to determine the most suitable hardware for personnel. To ensure consistency, security, and reliability, all maintenance, repair, and modification of computers within the Division of Student Affairs must be performed exclusively by the SAIT Team, utilizing approved tools, processes, and components. Exceptions to this policy require prior approval from the IT Director or designated management personnel.

This policy aligns with and supports university-wide IT standards and practices and does not supersede any existing policies established by the Office of Information Technology (OIT).

Purpose and Description

The purpose of this policy is to ensure the safe, secure, and reliable operation of all computing systems used within the Division of Student Affairs.

For the purposes of this policy, a "computer" refers to any device that functions independently or as part of a larger computing system, including but not limited to desktops, laptops, servers, tablets, phones and peripherals. This includes all devices that are the property of Florida Atlantic University. For personally-owned or non-university computers that have been approved for use within the university environment, SAIT services may be limited or restricted, based on appropriateness and scope.

This policy is intended to establish a consistent standard for service delivery, while allowing for appropriate flexibility and operational needs.