

Purpose

This policy defines procedures associated with the marking of assets managed by the Technology department.

Scope

This policy only applies to equipment purchased with Technology department assistance and with University funding.

Policy

Although the Commonwealth has provided direction on tagging equipment costing \$1,000 or more, there are reasons why Fitchburg State may want to keep track of equipment that costs less. This policy outlines which devices purchased through the Technology department should be tagged. This policy does not provide directions for asset tagging any other equipment on campus.

Rationale

There are several reasons why we asset tag equipment at Fitchburg State University:

1. The initial purchase price of the equipment is \$1,000 or more. This is mandated by the State Comptroller's office.
2. For refresh purposes. As systems age and need to be replaced, FSU needs to readily identify who has the asset and when its replacement time is scheduled.
3. For specific security situations. Some assets may cost less than \$1,000, but contain protected or highly sensitive data that may necessitate tracking from the IT security office.
4. The equipment is loaned out frequently and/or is designed for multi-user mobile usage.

IT Equipment Tagging GuidelinesLand-line and Cellular Phone Systems

No equipment shall be tagged except for those that meet the requirements listed above.

Servers

All servers located in the Conlon or Edgerly data centers or the main switch room in Condiak Science shall be tagged regardless of price.

End-user computers

Computer systems are replaced through the University refresh program and should be tagged regardless of initial purchase price. Thin-clients and kiosk systems are not routinely refreshed and should not be tagged unless they meet the requirements listed above.

Chromebooks

Chromebooks are not routinely refreshed and are purchased with departmental funding and, unless they meet the requirements listed above, should not be tagged.

Tablets

Tablet computers are not routinely refreshed and are purchased with departmental funding and, unless they meet the requirements listed above, should not be tagged.

Printers

Shall not be tagged unless they meet the requirements listed above.

Projectors

No equipment shall be tagged except for devices that meet the requirements listed above.

Where to Attach Asset Tags

The tag should be placed in a location that does not interfere with cooling or operations, but can be easily seen and scanned, normally along the bottom or back of the device.

Inventory Reconciliation

Annually, a physical reconciliation shall be made of these assets.

- * This inventory shall be done at the direction of the Chief Financial Officer.
 - * This work shall be performed by persons without normal access to the WiseTrack system. This requirement provides the appropriate segregation of duties between the asset software managers and reconcilers.
 - * If assets cannot be located, electronic means shall be used to determine where they are located.
 - * If assets cannot be located manually or electronically, appropriate action shall be taken as defined by state and University guidelines.
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Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including loss of access rights and/or termination of employment under adherence to their respective collective bargaining agreement. Students found to have violated this policy may have their access removed and may have additional actions taken as directed by the Student Code of Conduct.

Security Level Public