

REPUBLIC OF TURKEY YAŞAR UNIVERSITY PROCEDURES AND PRINCIPLES ON LAPTOP AND DESKTOP COMPUTER USE BY ACADEMIC AND ADMINISTRATIVE STAFF

CHAPTER ONE Aim, Scope

Aim

ARTICLE 1- (1) The aim of these procedures and principles is to regulate the principles regarding the hardware use by the academic and administrative staff employed at Yaşar University.

Scope

ARTICLE 2- (1) These procedures and principles apply to the full-time academic and administrative staff and the part-time academic and administrative staff who work on definite or indefinite work contract at Yasar University.

CHAPTER TWO Terms of Use

Service

- **ARTICLE 3-** (1) In cases of any kind of hardware damage to the computers delivered to the staff, the whole process of fixing services and follow-up shall be managed by the Directorate of Information Technologies.
- (2) For posts of Academic Staff Member, Director and Vice Director, supervisor, system manager, staff members shall be provided with laptop computer; and for other posts, staff members shall be provided with desktop computer. Laptops shall be provided for posts that require provision of a laptop upon the approval of the Rector's Office. In principle, each staff member shall be provided with one computer.
- (3) For use of the Faculties/Graduate Schools and Directorates that deals with graphic design, film design, Macintosh computers shall be supplied provided that the budget allows.

Technical Support

- **ARTICLE 4-** (1) In the case of battery life termination on laptop computers, if deemed appropriate based on the technical studies done, the IT department shall change the battery for a single time with the condition of receiving the dead battery.
- (2) A single power supply is provided with the laptop computers. In case of a lost or damaged power supply, the IT department will change the power supply for a fee. In cases of failure or damage that is not caused by user, the University shall change the power supply free of charge on condition that the old power supply is returned.
- (3) A carrying case is provided with the laptop computers. In case of a lost, stolen or damaged carrying case, the users will be provided with no replacement. In case of a contract termination, the laptop computers must be returned in full with all the accessories. Therefore, the user will have to pay the fee for the missing case.

- (4) In case of a lost, stolen laptop, the user is liable to pay the damages.
- (5) In case of a fault on laptops due to user error, the user is liable to pay for the repair and the parts.
- (6)In one of the above-cited cases, the IT department will determine the amount of the claim by considering the second-hand value of the hardware in question. The Personnel and the Treasurers Department will deduct the damages from the salary of the user.
- (7) If available, a replacement hardware will be provided for the user upon request for the duration of the repair period.

Software Installation

ARTICLE 5- (1) The software that was originally installed by the IT department before the computer was handed over to the user may only be uninstalled or modified by the IT department.

(2) If the user ignores the above rule, he/she is liable to pay all the fines that may result from unlicensed software utilization.

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- As required by the Law on the Protection of Personal Data and ISO 27001 Information Security and Instructions, the computers shall operate under the domain name "YUSTAFF" for splash screen passwords, disk encryption, screen locks, internet access with user name and password, operation of back-up software, access controls hardware links, anti-virus installation, installation of relevant software.

Return and Renewal

ARTICLE 6- (1) If the employee will be away from the University for a period longer than six months, he/she return the computer to the Directorate of IT.

- (2) The renewal period is five years for laptop Windows computers, and is six years for laptop Macintosh computers and seven years for desktop computers. The IT department may renew its own computers to ensure the longevity of the newly bought computers. If deemed appropriate by the Rector's Office, the renewal periods may change.
- (3) Specially equipped computers used at the Faculties' and Graduate Schools' laboratories are renewed by the relevant unit within the available budget based on the sub-paragraph 2 of Article 6. Budgeting of the business computers provided for personal use is done by the Directorate of Information Technologies.

Back-ups

ARTICLE 7- (1) Back-ups on computers are done by the Directorate of Information Technologies in accordance with ISO 27001 and LPPD. Users may not request external hardware such as hard drives, etc. to back up their data.

CHAPTER THREE Final Provisions

Effective Date

ARTICLE 8- (1) These procedures and principles shall be in effect as of the date of approval of Yaşar University Rector.

Execution

ARTICLE 9- (1) These procedures and principles shall be executed by Yaşar University Rector.

Adopted on 08.08.2018.