

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE No. 8800

College-Owned Devices

Date Approved: 21 May 2002

Date Revised: 21 May 2018

Date Reviewed: 24 May 2018, 7-9 April 2026

Reference: EDUCAUSE. Mobile Device Security in Higher Education. EDUCAUSE Review, 2023, ISO/IEC 27001:2022 – Information Security Management Systems Requirements, U.S. Department of Education. Gramm-Leach-Bliley Act (GLBA) Safeguards Rule, 2023, University of Guam. IT Equipment and Mobile Device Use Policy, 2022.

Procedures

This procedure establishes operational guidelines for issuing, using, securing, and managing College-owned technology devices.

Device Issuance

Devices may be issued to employees based on job responsibilities with supervisor approval. Users must sign a Device Assignment Agreement acknowledging responsibility.

IT Office Responsibilities

The IT Office shall:

- Maintain inventory of issued devices
- Install required security software
- Manage system updates
- Securely erase data before re-issuing equipment

Authorization and Use

1. Employees may take COM-FSM-owned devices off campus with written or electronic approval from their supervisor.
2. Devices are issued for official College business only and must not be used for personal gain, illegal activity, or non-College purposes.
3. Assigned users are responsible for the care, security and appropriate use of College equipment in their possession.

COLLEGE OF MICRONESIA-FSM

ADMINISTRATIVE PROCEDURE No. 8800

Security and Data Protection

1. All COM-FSM devices must have the following security measures active and up to date:
 - Antivirus and anti-malware protection
 - Device-level encryption
 - Automatic screen lock and password or biometric authentication
2. College-owned devices shall comply with the COM-FSM Administrative Data and GLBA policies at all times.
3. Users must immediately report any signs of compromise (e.g., suspected hacking, malware, or phishing attacks) to the IT Office.

Loss, Theft, or Damage

1. In the event of loss, theft, or damage:
 - The employee must notify their supervisor and the IT Office immediately.
 - If on campus, a COM-FSM Security Report must be filed.
 - If off campus, a report from local authorities must be provided.
2. The official report will be used to determine liability.
3. In the absence of an official report or in cases of negligence or policy violation, the employee may be held financially responsible for repair or replacement costs.

User Responsibility

- Users must take reasonable precautions to prevent theft, unauthorized access, or physical damage.
- Devices should not be left unattended in vehicles, public places, or unsecured areas.
- Only the assigned employee may use the issued device unless otherwise approved by the IT Office or Supervisors.

Return and Transfer of Equipment

- All College-owned mobile devices must be returned to COM-FSM upon resignation, termination, or reassignment.
- The IT Office will ensure all institutional data is securely removed before reissuing equipment.

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE No. 8800

Recommended Device Specifications

The following are the **minimum recommended specifications** for computers at the College of Micronesia-FSM. These are suitable for general office, academic, and administrative tasks. Departments with specialized needs (e.g., graphic design, programming, GIS, etc.) may require higher specs.

Windows Computers

Component	Desktop	Laptop
Monitor	24" LCD, Full HD (1920x1080) or better	User preference, Full HD minimum
Operating System	Windows 11 Professional	Windows 11 Professional
Processor (CPU)	Intel Core i5 (13th Gen) / AMD Ryzen 5	Intel Core i5 (13th Gen) / AMD Ryzen 5
Memory (RAM)	16 GB DDR4 or DDR5	16 GB DDR4 or DDR5
Storage (HD/SSD)	512 GB SSD (NVMe preferred)	512 GB SSD (NVMe preferred)
Networking	Gigabit Ethernet, WiFi 6 optional	WiFi 6 and Bluetooth 5.0 or newer
Peripherals	Keyboard, Mouse, Webcam	Built-in Webcam, Microphone

Macintosh Computers

Component	Desktop	Laptop
Model	24" iMac (Apple M3 chip or newer)	MacBook Air/Pro (Apple M3 chip or newer)
Operating System	macOS Sonoma or newer	macOS Sonoma or newer
Memory (RAM)	16 GB Unified Memory	16 GB Unified Memory
Storage (HD/SSD)	512 GB SSD	512 GB SSD
Networking	Gigabit Ethernet, WiFi 6E	WiFi 6E and Bluetooth 5.3

See Board Policy No. 8800