COLLEGE OF MICRONESIA-FSM

BOARD POLICY 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.

Purpose

This policy establishes guidelines for the issuance, use, protection, and accountability of College-owned devices assigned to employees and authorized users. The policy promotes responsible use, ensures the protection of college data, and supports the instructional and administrative needs of the College of Micronesia–FSM.

Ownership

All mobile and portable computing devices purchased or provided by COM-FSM—including laptops, tablets, smartphones, and similar devices—remain the sole property of the College.

Authorization and Use

College-owned technology devices are issued primarily for official College activities. Users must ensure that the use of such equipment supports institutional operations and complies with all applicable College policies and laws.

Security and Protection of Institutional Data

Users of College-owned devices must protect institutional data and comply with:

- **BP8300 – Administrative Data Policy**
- **BP8930 – Gramm-Leach-Bliley Act (GLBA) Compliance Policy**
- **All other related policies**

Access to institutional data must be limited to that required to perform assigned duties.

Security Responsibility

Users are responsible for safeguarding College devices from loss, theft, damage, or unauthorized access and must follow all established security procedures.

Loss, Theft, and Damage

Any loss, theft, or damage of college-owned technology equipment must be reported promptly in accordance with administrative procedures.

Return of Equipment

College-owned devices must be returned upon separation from employment, reassignment, or when requested by the College.

Enforcement and Compliance

Violations of this policy may result in disciplinary action in accordance with applicable College policies and procedures.

See Administrative Procedure 8800