

# **303 Rules And Restrictions For Laptop Use**

## **303 RULES AND RESTRICTIONS FOR LAPTOP USE**

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### **303.1 Ownership:**

All Archdiocesan procured computer software and hardware systems and equipment, including laptop computers, are the sole property of the Archdiocese.

### **303.2 Unapproved Software:**

Employees may only install approved software on Archdiocesan laptops.

### **303.3 Connecting Assigned Laptop to the Network:**

Employees with assigned laptops must regularly (at least every 2 weeks) connect to the Archdiocesan network from within the Catholic Center to obtain the latest software updates, including operating system patches and virus updates.

### **303.4 VPN Connections:**

Employees who are assigned laptops are not automatically eligible for Virtual Private Network connections to the Archdiocesan network. Employees seeking this enhanced laptop service must complete a VPN request form in accordance with the VPN Policy, [available here](#).

### **303.5 Compliance with Computer Use and Internet Policy:**

Laptop users must read and follow the Division of Information Technology's Computer Use and Internet Policy, [available here](#).

### **303.6 Laptop Security and Usage Guidelines:**

Laptop users must read and follow the Division of Information Technology's Laptop Security Awareness and Usage Guidelines, [available here](#).

### **303.7 Home/Personnel Laptop:**

Due to licensing agreement limitations, the Division of Information Technology may not install business software on home/personnel computers (i.e., that are not owned by the Archdiocese).

### **303.8 Connecting Home/Personnel Laptop to Archdiocesan Network:**

Employees may not connect their own personal laptop to the Archdiocesan computer network.