Standards of Equipment Issuance and Compliance for On Campus Student Employees & Supervisors

Use of SRJC Accounts & Email Address

1. The IT department will issue, at the request of their supervisor, an SRJC account and email address (@santarosa.edu) for the student employee.
   a. Student employees must complete FERPA training prior to the issuance of an SRJC email account.
2. GUser Accounts for student employees are to be eliminated.
3. Student employees must use their SRJC account to conduct all District work.
   a. IT will provide access to District resources; pursuant to the fulfillment of their job duties and the approval of their supervisor.
   b. Assigned duties must be in alignment with those appropriate for student employees to conduct as outlined in Guidelines for Student Employment.

Use of District Computers

1. Student employees are to use computers located in their department for work only.
   a. When logging into IT-provided equipment, the student employee's SRJC account must also be used.
      i. As stated in Guidelines for Student Employment, district employees are not permitted to share passwords and login information with student employees.
   b. Before reporting to the IT department, any issues encountered while using IT-provided equipment should be reported to the student employee's supervisor.

2. In the event of a circumstance that requires working from home, the IT department will issue a loaner laptop to enable student employees to continue performing their work remotely.
      i. Vice Presidents of the requesting department must give approval for students to work remotely.
      ii. The student employee's supervisor will make the request for loaner equipment.

     iii. Student employees must pick-up the loaner equipment in person after making an appointment with the IT Department.

        1. Due to the nature of the training and private access information, such as user sign-on information, the individual receiving the equipment must be the one to pick it up.

        2. Student employees will need to sign acceptance of this equipment with the following statements:

            a. Equipment is on loan from the district and is not personal equipment.

            b. Equipment is for work assigned by the district.

            c. Returned equipment to the district will be in the same condition as at checkout upon exiting the position for which the equipment was required for completion.

     iv. If damage occurs to a district provided device, the student employee and/or the employee's supervisor must contact the IT department immediately for guidance on how to proceed.

End of Work Assignment (regardless of reason):

1. IT will disable the SRJC account and email address provided to the student employee as soon as the department is notified that the employee has been terminated, for any reason.
   a. If the student employee does not return for employment within 12 months, all accounts and email address access will be deleted.
2. Any loaned equipment that the student employee is still in possession of should be returned to the IT department within three working days of termination.

End of Work Assignment – Involuntary Discharge

1. Supervisors must complete the Termination Form when a student exits the position as soon as possible.
   a. The supervisor should notify IT as soon as possible to ensure access permissions are removed promptly.
   b. Supervisors are responsible for ensuring employees contact IT to return their borrowed equipment as soon as possible when the student is removed from the position for any reason.
2. Supervisors are responsible for creating a ticket request to remove SIS Permissions when a student exits a position.
   a. This will be cross-referenced with Termination Forms.

Standards for **Supervisors of Student Employees Regarding Technology Needs**

IT Onboarding for Student Employees

1. Requests and any follow-up inquiries for remote work must be made via the official ticketing system
2. Supervisors are responsible for creating a ticket to request the needs of the new hire which includes but is not limited to:
    a. Jabber Access
    b. SIS Access
        i. Approved student lookup will be provided. If additional permissions are required, please submit an SIS permissions elevation request on behalf of the student employee.
    c. Adobe Creative Cloud Access
    d. Any other program required to do the Student Employment position effectively.

3. Supervisors are responsible for ensuring new hires contact IT to set-up their own appointments for picking up equipment.
    a. Supervisors cannot pick-up equipment for student employees due to confidentiality and other sensitive information.

Questions? Please contact one or both of the following individuals.

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