Rock Valley College

Computer Equipment Procedure

RVC Administrative Procedure (2:30.030)

Computing equipment should be accessible for any updates, cleaning or annual inventory.

All laptops should be available and logged into the Rock Valley College network for any updates throughout the fiscal year with a mandatory physical update annually.

The user shall present the laptop(s) to the Information Technology Department where updates will be integrated in a timely fashion. This annual physical update schedule will be announced via the Daily News and/or email. This will ensure the user has the latest security and other software versions available.

All laptop updates are limited to only the property of Rock Valley College.

Reference: Board Report 6643
Implemented: August 25, 2009
Revised: May 30, 2025