

# The University of Akron Wayne College

## College Personnel Laptop Computer Loan Guidelines

The following guidelines have been established to allow faculty and staff the opportunity to use college-owned laptops for a variety of purposes. The guidelines will be used to establish priorities for use and to make decisions when potential conflicts occur regarding access.

### ***Priorities***

Laptop computers will be loaned to employees based on the following needs, ranked in order of importance.

1. Classroom instruction
2. Web-based course development
3. Professional development (conference use, software instruction, etc.)

All requests are based on the availability of equipment and adhere to Wayne College and University of Akron accounting and liability policies (see attached). Should there be more requests than available laptops, needs will be addressed on a first-come, first-served basis within the stated priorities.

### ***Period of Loan/Renewal***

Use of the computer for a month or less will be considered a *short-term loan*. Requests for short-term use must be submitted to Technical Support Services at least two weeks prior to the loan using the laptop request form stipulating software needs. Requests made with less than two weeks notice will be approved solely at the discretion of Technical Support Services. All requests must follow College guidelines regarding software licensing and configurations.

Laptop use for longer periods, including a semester and a full academic year, will be considered a *long-term loan*. These requests must be submitted by **July 1**; this permits the machine to be customized before pick-up on August 1. All software and hardware specifications must be noted on the laptop request form, as well as a brief explanation of how the laptop will be used. For winter use, requests must be submitted by **December 1** to ensure availability within 30 days.

### ***Level of Technical Support***

Laptops will come equipped with the following:

1. Power cord
2. Mouse
3. Carrying case
4. Optional wireless card
5. Basic College-approved software and configurations.

Technical Support Services personnel will support all users based on the guidelines below.

1. Help desk assistance available for University-licensed software only; users will abide by all license agreements
2. Loading of personal software is prohibited
3. ISP problems fall to respective providers
4. Normal use and wear is covered under the laptop warranty
5. User negligence or wrongdoing is not covered; in addition, theft of equipment will be reported immediately to police
6. User is responsible for all data and file back-ups
7. Alterations to pre-loaded set-up is restricted to Technical Support Services personnel

All requests must be submitted with the completed laptop sign-out form below and a signed liability form (*see attached*). Technical Support Services personnel cannot process any requests without a signed form and appropriate identification. Users sign this form agreeing to the policy as it is written.

### Wayne College Laptop Computer Sign-Out Form

The undersigned has received the listed equipment in good working condition and agrees to return it in the same condition. The user agrees to reimburse and/or replace lost, stolen, or damaged equipment resulting from negligence. Any visible damage or missing parts should be noted here prior to receipt.

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Read and signed the liability form: \_\_\_\_\_

Signature of person receiving property: \_\_\_\_\_

Signature of person returning property: \_\_\_\_\_

Office use only

Name \_\_\_\_\_ E-Mail address: \_\_\_\_\_

Date out: \_\_\_\_\_ Time out: \_\_\_\_\_ Personnel dispensing: \_\_\_\_\_

Date in: \_\_\_\_\_ Time in: \_\_\_\_\_ Personnel receiving: \_\_\_\_\_

Location of use: \_\_\_\_\_

Must be returned by (date and time): \_\_\_\_\_

Laptop make/model: \_\_\_\_\_ Number: \_\_\_\_\_

Additional information regarding equipment:

Drives:

Software: