



## **Laptop Carts**

### **Purpose**

The purpose of this policy is to provide guidelines and procedures for appropriate laptop cart and laptop usage.

### **Persons Affected**

All faculty and staff in the College of Sciences and Mathematics (CoSM).

### **Policy**

The two laptop carts and 60 laptops are property of the College of Sciences and Mathematics. The property custodian is the Dean of the college. These laptops may be utilized by faculty and staff of the college to support STEM activities; only faculty or staff are permitted to reserve the laptop carts.

The guidelines and procedures described in this document may be updated at any time with or without notice or warning by the Dean of CoSM.

Any proposed modifications of the guidelines and procedures should be communicated through an appropriate administrator and are subject to the approval and ultimate authority of the Dean of CoSM.

### **I. Storage Location**

The two laptop carts are to be stored in STEM 102A, unless otherwise approved by the Dean of CoSM or other appointed personnel.

When stored in STEM 102A:

- a. no equipment should be stored on top of or around the carts,
- b. the carts will be plugged into the appropriate outlet (one cart per outlet),
- c. the carts will be connected to the network,
- d. all laptops will be powered on, and
- e. all laptops will be plugged into their charging port.

### **II. Administrative Responsibilities**

The administrative assistants in the Department of Computer Science and the Department of Physics, Engineering and Astronomy are responsible for day-to-day procedural reservation and monitoring of the devices. The administrative assistants will collaborate on the collective responsibility of a daily check of the carts to verify:

- a. the carts are in their designated location,



- b. the carts are plugged into their power source and the network, and
- c. that all laptops are accounted for, in the correct cart, and plugged in.

### **III. Approved Requester Responsibilities**

The requestor assumes responsibility for the carts and laptops during the period of use specified in the request.

Approved requestors without swipe access to STEM 102A:

- a. Check-out: will need to arrive at the designated location at least five minutes before the requested check-out time.
- b. Check-in: will need to return to the designated location at approved check-in time.

Approved requestors with swipe access to STEM 102A:

- a. Check-out:
  - i. Will need to pick-up carts from STEM 102A.
  - ii. If carts and/or laptops are not plugged in, missing, etc., contact the one of the designated administrative assistants.
- b. Check-in:
  - i. Will need to email one of the designated administrative assistants, letting them know the cart(s) have been returned.
  - ii. If both administrative assistants are out of the office, the dean's office needs to be notified of the cart(s) return.

All requestors must verify and are responsible for the following when returning the cart(s):

- a. The cart(s) are plugged into the appropriate outlet and connected to the network.
- b. All laptops are present, placed in their designated cart, powered on, and connected to their charging port.

Any software or hardware related issues should be communicated immediately to the designated administrative assistants.

Required software programs for courses will need advanced notification to the administrative assistants, and if approved, will be installed by a representative of Information Technology Services.

Users are prohibited from installing software or hardware onto the laptops.

Any violations will be documented and reported to the dean's office and the supervisor of the last authorized user. The report should include the date and time of the inspection and the name of the last authorized user.



#### **IV. Revocation of Privileges**

Revocation of reservation and usage privileges will occur in the event a faculty and/or staff member:

- a. moves the cart(s) from the storage location without a confirmed reservation,
- b. fails to fulfill any of the disclosed approved user responsibilities,
- c. stores additional equipment on top of or around the carts, or
- d. personally installs software or hardware onto the laptops.

Revocation and reestablishment of privileges is at the discretion of the Dean of CoSM.

#### **V. Physical Damage or Lost Device**

The requestor is responsible for any negligent physical damages. Examples of negligent physical damages include, but are not limited to, the device being dropped, food or liquid spilled on the device, or a USB drive that is broken off in a port of the device.

The faculty and/or staff member may be held liable if damage occurs or if a device is missing and the responsible party is unidentifiable. System logs (on device or held by ITS) may be used to determine the responsible party at the time of damage.

### **Procedures for Reservations**

Faculty and/or staff will initiate a request to use one or both laptop carts using the college-approved form. All fields must be completed. Allow at least one full business day for approval.

The administrative assistants will monitor the reservation form and provide approval or denial within one business day. A shared database of reservations will be maintained and accessible by the Dean of CoSM and other appointed personnel.

Subject to approval, a confirmation email will be sent to the requestor that will include instructions on when and where to check-out and return the cart(s).

In the event both administrative assistants are out of the office, a delegate from the dean's office will be assigned for monitoring the carts and reservations.

Important reservation rules:

- a. Individual laptops cannot be checked out.
- b. Students are not allowed to reserve, pick-up, or return carts.
- c. Recurring reservations must be indicated in the request form with justification of use and the required dates and times of use.



- d. Reservation requests for times outside of normal business hours will be handled on a case-by-case basis.

### **Responsible Executive**

Dean, College of Sciences and Mathematics

### **Forms**

[Laptop Carts - Reservation Form](#)