

# CHHS Student Laptop Checkout Policy

*Last updated August 28, 2018*

The College of Health and Human Sciences (CHHS) invests a portion of its annual student technology fee budget to offer a laptop checkout program to students who are officially recognized as majors, secondary majors, or minors in the college. Eligible students providing a valid CSU student ID can check out laptops from select CHHS computer labs.

The policies governing the use of these checkout laptops and all associated accessories such as power adapters and mice (herein referred to together as “equipment”) are below. By checking out equipment from any CHHS computer lab, students are agreeing to the following terms and conditions:

## **Eligible Participants**

- Only students officially recognized as majors, secondary majors, or minors in the College of Health and Human Sciences can check out equipment from the CHHS computer labs.
- Faculty/staff are not permitted to check out equipment unless also majoring in a CHHS discipline (and therefore paying CHHS technology fees).
- Equipment cannot be reserved for use by an entire class. All equipment is meant for individual use only.
- A student must present a valid CSU student ID to check out equipment. Other forms of identification are not acceptable.
- A student can only check out one laptop at a time.

## **Checkout Durations**

- All equipment is due back to the computer lab it was checked out from either 8 hours from the time it was checked out or 30 minutes before the lab closes on any given day, whichever comes first.
- Equipment cannot be checked out in the last 30 minutes of a lab’s open hours.
- Students are responsible for knowing the closing time of the lab they checked out equipment from.
- Equipment is never to be kept overnight.
- A student may only renew equipment if there are other laptops available at the time of check-in.
- When a student checks out a laptop, an email will be sent to their default CSU email address to confirm the transaction. Another email will be sent when the equipment is returned as a proof-of-return receipt.

## **Checkout Locations and Geographical Boundaries**

- Equipment is currently available in the following labs:
  - Aylesworth C112
  - Education 220
  - Gifford 317

- Preconstruction 200
- Equipment must be returned to the same lab it was checked out from.
- Equipment can be taken anywhere on CSU's main campus.

#### **Software Installed and Access to CHHS Resources**

- The laptops have most of the same software installed on them as the lab desktop computers.
- Laptops will have access to the internet via CSU's wireless network. There may be spots on campus where wireless is currently unavailable. Please report these dead spots to the lab op upon check-in.
- Students will have access to the college network drives and should save all work to these drives. Any work saved directly to the laptop's hard drive will be lost upon a restart or check-in.
- Printing is available on the laptops. Print jobs will be sent to the lab from which the laptop was checked out from.
- Webcams are available on the laptops for the convenience of students, and are disabled by default. Students must initiate the use of the webcams for them to begin capturing video.

#### **Liability, Late Returns, and Misuse**

- Students are financially responsible for all equipment they check out.
- The college reserves the right to disallow a student from checking out any of the equipment based on the specific student's checkout history (including, but not limited to, returning damaged equipment, not returning equipment, or returning equipment late).
- Students should never leave any equipment checked out from the labs unattended.
- Warnings will be sent electronically to the student's university email address upon each late return.
- Where necessary, the college will seek financial restitution from students who do not return equipment.
- The college reserves the right to revoke checkout privileges at any time based upon violation of the above policies.
- Students are responsible for reading and understanding the above policies.