

Chattanooga State Technical Community College

Policies for Laptop Usage

I. Funding

Chattanooga State has purchased a limited number of laptops for instructional purposes. There were two sources of funds for the purchases: a grant from the Benwood Foundation and Technology Access Fees (TAF).

II. Purpose

The Benwood Foundation funds were designated for purchase of laptops to be used in the transitional studies program for academic use.

Purchases made using TAF funding fall under Tennessee Board of Regents guidelines for use of the fees. The leading paragraph of the guidelines states: "The TAF should be used by TBR institutions for direct student benefit, **for items such as** new and improved high technology laboratories and classrooms, appropriate network and software, computer and other equipment, and technological improvements **that enhance instruction.**"

III. Laptop Classes

- a. The Vice President of Academic Affairs determines which classes are designated as laptop classes each semester.
- b. Honors classes and Middle College classes are designated as laptop classes.
- c. Certain transitional studies classes are designated as laptop classes using laptops purchased by the Benwood Foundation
- d. Faculty wanting a specific class designated as a laptop class should write a memo to the dean describing how laptops would enhance the teaching and learning in that class.
- e. If the dean approves, s/he should send the memo to the Vice President of Academic Affairs requesting the class be so designated.
- f. The Vice President will discuss the proposal with the Dean of Library Services and the Director of Academic Systems to determine if there are enough laptops, radio frequency cards, and computer infrastructure to meet the needs.
- g. If the Vice President approves the proposal, s/he will notify the dean, the faculty member and the Dean of Library Services.
- h. The Coordinator of Library Instruction will contact the faculty member to schedule a time for laptop checkout.

IV. Priorities of use

- a. The first priority for laptop usage will be for students and faculty in classes that have been designated as laptop classes including ten laptops for students with disabilities. Personnel in the Disabilities Support Office will select individual students according to Section XII: Criteria for Laptop Loan Program for Students with Disabilities. All laptops will be checked out to designated classes and individuals on a first-come, first-serve basis.
- b. Four laptops will be held in reserve by the Library to check out to students who need to bring their original laptops in for repair.
- c. Faculty, staff and students working on projects that will enhance the integration of technology into instruction (including Regents Online Degree Program) may submit a proposal for use of a laptop. The proposal must be approved by the Department Head, Dean, and Vice President of Academic Affairs. The Vice President for Academic Affairs will notify the requester of her decision. If the proposal is approved, the Vice President will notify the Dean of Library Services that the requester is authorized to check out a laptop. The requester may check out a laptop if one is available.
- d. One laptop will be made available for the use of the SGA president.
- e. As available, faculty and staff may check out a laptop for one week by following the normal routine for checking out library materials. This is on a non-renewable basis.
- f. After laptops have been checked out to designated classes, any Chattanooga State student may check out an available laptop for the semester provided they attend a training session conducted by Computer Services personnel and present a current Chattanooga State picture ID card.

V. Faculty/Staff Check-Out Policies

Faculty/Staff eligibility for checking out laptops is described in items 1, 3 and 5 above. Faculty/staff must present a current library card and complete a contract to check out a laptop. Faculty/staff should note the due date of the laptop and return it to the Library by that date. Overdue laptops block faculty from checking out other library materials.

In addition, state-owned property and equipment removed from state buildings is subject to pre-removal institutional reporting requirements. Computers (including laptops) and peripherals can only be removed from state property for use by a state employee and for purposes within the scope of the employee's stated job duties. Prior to removal, the employee must provide written notification of the removal. The employee should provide, at a minimum, his or her name, title, contact information, the dates the equipment will be removed, an anticipated return date and the inventory tag number(s) of the equipment being removed. Consequently, faculty and staff will be asked to complete a form that includes the required information.

VI. Laptop Class Check-Out Responsibilities for Faculty, Staff, and Students

- a. Prior to the checkout time, the faculty member will emphasize to their students the following.
 - i. The time, date and location of the checkout.
 - ii. To bring a Chattanooga State ID card.
 - iii. Students under 18 will be asked to take their contracts home for a parent's review and signature.
 - iv. Middle College Students 18 or older should bring their driver's license to the checkout as proof of age. Library staff will photocopy it and attach the photocopy to the contract.
- b. Prior to the checkout time, the faculty member and Library staff will determine a date and time for check-in at the end of the semester. This time and date will be listed on the students' contracts when they receive the laptops.
- c. Check-in will include the following activities:
 - i. Student will complete an evaluation.
 - ii. PC Services technician will check parts and function.
 - iii. Library staff will check-in the laptop and give a copy of the contract to the student showing items returned.
 - iv. Library staff will write a clear slip if a hold has been placed on the student's record.
- d. Faculty members will accompany their students for both laptop checkout and check-in.
- e. It is the responsibility of the department chair and/or division dean to ensure that adjunct faculty members teaching laptop-designated classes follow the above check-in/checkout procedures.
- f. Laptops are due for both students and faculty on or before the last day of final exams at the end of the semester. Faculty members teaching a laptop designated class for the next semester may renew them at that time if they bring the laptops to the library.
- g. All parts of the laptop must be returned at time of check-in. If parts are lost or damaged, the student will be charged the replacement cost.

VII. Damaged Laptops

- a. Student returns damaged laptop to library.
- b. Staff writes on library and student contracts:
 - i. description of damage
 - ii. student will be notified of the cost after PC services technician examines laptop.
 - iii. Staff calls Chip Miller (ext. 2626) and gives him laptop serial number. He determines whether the laptop is still under warranty.
 - iv. Staff writes information received from Mr. Miller on contract and notifies the student.
 - v. Students should pay for damages in the library.
 - vi. Staff checks in the laptop and gives it to the library secretary to do PC Services work order.
 - vii. Staff puts any unpaid charges on the "hold list" at the end of the semester.
 - viii. After charges are put on the "hold list," students may pay in the library or Bursar's Office.
 - ix. Staff notes payment or non-liability for payment on contract.

VIII. Unreturned Laptops – Faculty / Staff

State law requires employees of every state agency having knowledge of any loss, theft or destruction of state property to report the same immediately. This responsibility attaches regardless of whether the employee having knowledge of the loss is the individual who removed the equipment and regardless of whether pre-removal permission was obtained.

Immediately upon learning that state-owned computer equipment is lost, missing or stolen, employees must notify the Library and Security. If it appears that the missing property was stolen, a police report or security report should be completed and a copy forwarded to the College Audit Department.

Employees are responsible for all equipment while in their possession, and if equipment is lost or stolen while an employee is off-campus, the employee has the responsibility to take all necessary steps to protect the College's interests, including but not limited to filing metropolitan police reports and seeking reimbursement for the loss in the institution's behalf by filing automobile or homeowner's insurance claims seeking compensation for the loss. An employee involved in the loss of equipment through loss or theft may be administratively required to make restitution to the College.

IX. Unreturned Laptops – Students

- a. At the end of the semester, the library staff sends a list of students who have not returned materials to the Bursar's Office. The Bursar's Office places a hold on the student's grades and transcripts.
- b. After a period of time determined by the Bursar's Office, the student will be charged the replacement price for a non-returned laptop.
- c. Students paying for the entire lost or damaged laptop must pay in the Bursar's Office.

X. Unreturned Laptops – Students who stop attending classes

- a. Faculty Responsibility
 - i. Contact the student after three consecutive absences.
 - ii. Tell the student to return the laptop to the library if s/he will not be continuing in the laptop course.
 - iii. Give the Dean of Library Services, Vicky Leather, (ext. 2576 or Vicky.Leather@chattanooga.state.edu) the name and social security number of the student(s) you contacted or attempted to contact.
- b. Library Responsibility
 - i. Dean will check SIS to determine if the student is enrolled in other classes and call those faculty to determine if the student is attending any of those classes.
 - ii. Dean will call the student and ask him/her to return the laptop.
 - iii. Librarian 1, Access Services, will send a letter to the student stating the following:

It has come to my attention that you are no longer attending [abc laptop class] and still have a laptop checked out from the library.

The contract you signed for the use of the laptop states:

If I fail to return the equipment...I understand that I may be subject to criminal prosecution or civil liability.

You must return the laptop computer to the library by [10 days from current date].

If you do not return the laptop, the library will notify the Chief of Security and the Business Office, which will invoice you for the laptop.

Please call me at 697-2584 if you have any questions. Thank you for taking care of this matter.

- iv. If the laptop is not returned by the specified date, staff will give the Bursar a copy of the letter, the student's contract and a memo asking the Bursar to bill the student for the laptop.
- v. Staff will give the Chief of Campus Security copies of the letter, the student's contract, and the memo, asking him to alert area pawn shops.

XI. Stolen Laptops

- a. Students must bring a copy of the police report describing the laptop theft to the library.
- b. Library staff will
 - i. staple one copy to the student's contract
 - ii. take one copy to Chief Williams in Security so he can alert area pawn shops.
 - iii. take one copy to Kathy Streetman in the Business Office so she can remove it from the inventory.
- c. Students should take a copy of their contract to Kim Beene in the Bursar's Office to make arrangements to pay.

XII. Criteria for Laptop Loan Program for Students with Disabilities

The purpose of the laptop loan program for a student with a disability is to provide reasonable accommodation for the student's in-class needs.

In order to be considered for the laptop loan program, a student with a disability must have appropriate documentation on file with the office of Disabilities Support Services. This documentation must address physical and/or educational limitations that would put the student at a significant disadvantage if writing by hand is an integral part of in-class activities, such as essays, quizzes, and tests. Examples would be a student who has illegible handwriting as a result of an accident, injury or other permanent condition; a student with a significant weakness in written expression; a student who writes slowly as a result of a physical limitation.

The laptop is not meant to serve as the primary home computer, nor is it a substitute for the numerous computer labs that are available at all campuses.

Students with disabilities who are approved for a laptop will adhere to the policies and procedures already in place for the campus laptop loan program. In addition, students with disabilities must adhere to these guidelines:

- The laptop loan is approved on a semester-by-semester basis.
- In order to be considered for future semesters, the student must return the laptop in good condition, and must demonstrate by his/her performance in class that the laptop was a necessary accommodation.
- Students must obtain a grade of "C" or better in all classes to remain eligible for a laptop.
- Students are not necessarily guaranteed a laptop from one semester to the next. Disabilities Support Services will prioritize the needs of all candidates each semester, and make the determination of who receives a laptop based on where the need is greatest.