

Policy Type: Administrative

Applies to: Faculty, staff, student employees, students and volunteers

POLICY DATES

Issued: 2008
 Revised: March 2019
 Edited by: Tina Stuchell
 Reviewed: March 2019

A limited number of pieces of technology equipment, such as digital and video cameras, laptop computers, video projectors, etc. are available at the Information Technology Helpdesk or Media Services for use by current, faculty, staff and students of the University of Mount Union. The purpose of this policy is to govern the circulation of any equipment made available to University members. This policy should be read and thoroughly understood prior to acquiring any equipment through the Office of Information Technology. Borrowers specified in grant or special projects must also comply with this policy.

Definitions

| Term | Definition |
|-----------|---|
| Borrower | The person who reserves and signs out the equipment for use. |
| Equipment | Equipment refers to hardware borrowed from the IT Helpdesk, such as laptop, projector, camera, etc. |

Policy Details

1. SCOPE

This policy is applicable to all current University staff, faculty, students or administrators. Equipment may be borrowed for any reasonable university related project or presentation. This includes but is not limited to:

- Using the equipment on a university trip, such as to a conference, workshop, etc.
- Using the equipment to make a presentation on or off campus.
- Using the equipment for any other work-related task.
- Equipment owned by the university is for university use only and may not be used for personal projects or entertainment.

2. ELIGIBILITY

- Equipment can only be dispensed to current faculty, staff, administrator or student with a valid ID card.
- All users must agree to full liability if stolen, lost, destroyed or not returned.
- Student eligibility is limited to those who's device is broken or not available for a specific purpose (like test taking) and for a short period of time (not to exceed 48 hours).

All faculty and staff must give permission for payroll deduction as a means of assessing losses or fines and students must agree for charge to be included on their bill as a means of assessing damages, losses or fines.

PROCEDURE

An **Equipment Use and Liability Agreement** form must be filled out each time you check out equipment. The form may be printed, filled out, and brought to the **IT Department** prior to checking out equipment.

Loaner Equipment Policy

TEC 6.0

Information Technology

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1. RESERVATIONS:

- The equipment is reserved through the helpdesk by completing the form from the Information Technology Web Site located at <https://www.mountunion.edu/Documents/Hidden%20Pages/University%20Policies/Technology/Loaner%20Equipment%20Policy.pdf>
- Reservations are filled on a first come, first serve basis.
- In general, the equipment may be reserved for a period not to exceed two (2) weeks for faculty and staff; 48 hours for students. However, longer reservation periods are possible if approval is granted ahead of time and the equipment is available.
- Borrowers who are unfamiliar with the equipment are encouraged to reserve it an extra day in advance so they may become accustomed to its use and confirm compatibility with additional equipment where applicable.
- Borrowers who check out a laptop for use must comply with the responsibilities listed in section four, and the Portable Equipment Usage and Liability Policy. <https://www.mountunion.edu/Documents/Hidden%20Pages/University%20Policies/Technology/Portable%20Equipment%20Usage%20and%20Liability%20Policy.pdf>

2. USER RESPONSIBILITIES

- The equipment may not be transported as checked luggage on public transportation (airplanes, trains, and buses). The borrower will carry the equipment with them at all times. Laptops, projectors and digital cameras may be passed through x-ray machines.
- Equipment may not be left unattended in public areas.
- Stolen equipment is to be reported to the appropriate local authorities and Information Technology [330-829-8726 from off campus] as quickly as possible. Special care should be taken with the security of the equipment.
- The borrower is expected to understand how to use the equipment. Training can be scheduled with the Information Technology Department ahead of time with advanced notice.
- The borrower will use the equipment according to manufacturer's specifications.
- The borrower is responsible to retrieve any data they have stored on the equipment. To prepare the equipment for the next person, all storage media will be promptly erased when the equipment is returned.
- The borrower may not use additional peripherals without the approval of the Information Technology Department.
- The borrower should not alter any system software or hardware configuration unless instructed to do so by someone from the Information Technology Department.
- The borrower may not loan or give the equipment to anyone else. Doing so will be considered misuse of the equipment.
- The borrower should make every attempt in storing any needed data to their OneDrive, or Mount Union shared drives and not on the local machine.
- The borrower is prohibited from downloading, storing or recording of data that includes student/faculty/staff/alumni/vendor's Names, Address, SS#, Business ID#, etc which if lost or stolen could be used for ID theft. The borrower is responsible for the University of Mount Union data security of information stored on the device. See the Information Security Policy for more details.
- In the event of data being lost or stolen the borrower is responsible for following the Data Incident Response Policy <https://www.mountunion.edu/Documents/Hidden%20Pages/University%20Policies/Technology/Data%20Incident%20Response%20Policy.pdf>
- Upon completion of borrowing time, resignation by faculty or staff and termination of enrollment by students the equipment needs to be immediately returned to the IT Helpdesk.
- Borrowers who have taken administrative leave should return the equipment to the IT Helpdesk.

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- Return the equipment during regular business hours (8am-4:30pm, M-F) to the IT Helpdesk.

3. USER LIABILITIES

- Overdue fines are \$25/day. Failure to return equipment by the due date may result in loss of borrowing privileges.
- Borrowers are responsible for full replacement cost of the equipment or any peripherals checked out to them if they are lost or stolen.
- Borrowers are responsible for full repair or replacement cost if the equipment or any peripherals are damaged or made inoperable in any way, including by spilled food or drink, excessive temperature conditions, etc.
- Replacement cost maybe processed through payroll deduction or applied to student bill when necessary.
- Borrowers may be held liable if equipment is lost or stolen and University of Mount Union data is stolen or compromised.
- Failure to follow this policy and these procedures may result in loss of borrowing privileges.
- The borrower is responsible for any claims processed through their individual insurance policies.
- Failure to return equipment without compensating the University will result in legal action.

4. RESPONSIBILITIES FOR LAPTOP USE

- Carrying cases and laptop should be labeled accordingly so in the event of a loss the equipment might be able to be returned.
- Special care should be taken with the security of the laptop.
- Do not store laptops in a locked car or car trunk in extreme hot or cold weather as severe temperature may damage it.
- The borrower is responsible to make sure that the virus protection updates, operating system updates and virus scans are performed while the laptop is in their possession.
- The borrower should never leave the immediate vicinity of the laptop and especially if they are logged on to the device. The borrow needs to make sure the device is secure at all time to prevent loss or theft of the device. Be sure to log off the device when the device is not in use.

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UNIVERSITY OF MOUNT UNION Information Technology Loaner Equipment Liability Policy

Valid University of Mount Union ID must be presented
The fine for overdue equipment is \$25 per day

Please Print

Full Name:

(Last) (First) (MI)
ID#: _____ **Equipment Received:** _____

Liability Statement:

"I agree to pay all costs associated with damage to the equipment (including University of Mount Union Data stored on the device) or its associated peripheral equipment or the replacement cost of the equipment should it be lost, stolen, or damaged beyond repair in any way, including by spilled food or drink, excessive temp., etc."

My signature below indicates my agreement with the above liability statement

X _____ **Date** _____

Note: Equipment use is limited to current University of Mount Union faculty and staff. The Information Technology Department reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning equipment and cannot provide a valid University of Mount Union ID card.

IT Department Use Only

Date of Check-Out _____
Date of Return _____
Confirmation of items _____
Condition of items _____
IT Staff Signature: _____

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Responsibilities

| Position or Office | Responsibilities |
|------------------------|--------------------------------|
| Information Technology | Lends out the loaner equipment |

Resources

Portable Equipment Usage and Liability Policy -

<https://www.mountunion.edu/Documents/Hidden%20Pages/University%20Policies/Technology/Portable%20Equipment%20Usage%20and%20Liability%20Policy.pdf>

Technology Resources Acceptable Use -

<https://www.mountunion.edu/Documents/Hidden%20Pages/University%20Policies/Technology/Technology%20Resources%20Acceptable%20Use%20Policy.pdf>

Information Security Policy -

<https://www.mountunion.edu/Documents/Hidden%20Pages/University%20Policies/Technology/Information%20Security%20Policy.pdf>

Data Incident Response Policy -

<https://www.mountunion.edu/Documents/Hidden%20Pages/University%20Policies/Technology/Data%20Incident%20Response%20Policy.pdf>

Contacts

| Subject | Office | Telephone | E-mail/URL |
|-------------|------------------------|---------------------------|--|
| IT Helpdesk | Information Technology | Ext. 4357 330-829-8726 | Helpdesk@mountunion.edu |

History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

Issued Date: 2008

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