

11:03:01:00 Technology Equipment Check-Out

Purpose:

This document defines the circumstances under which Dyersburg State Community College (DSCC) permanent employees may check-out computers and other technology equipment.

Scope:

This policy applies to all full-time permanent employees of DSCC.

Policy:

Procedures for Laptops and other mobile devices

Laptops and other mobile devices have been purchased and made available for checkout to full-time faculty and staff. This equipment is located in the Instructional Design Center on the Dyersburg campus, the LRC at the Jimmy Naifeh Center and the LRC at the Gibson County Center. Equipment may be checked out for up to thirty days for work-related or instructional purposes by completing the appropriate paperwork and obtaining the necessary approvals. A small number of iPads have been made available at the IDC for checkout. Failure to return the equipment will result in a charge to the employee for fair market value of the equipment.

Procedures for Home Use Checkout Computers

A limited number of older computers and other technology equipment are available for check-out for permanent employees of DSCC from the Office of the Vice President for Technology.

1. A home use computer may be checked out for the purpose of performing work-related activities at the home of the employee in the event of a pandemic or other emergency. (Classified staff asked to work at home by their supervisor must be paid for their time.)
2. The employee is required to obtain and retain some form of internet access to be used with this computer.
3. It is the responsibility of the employee to purchase and install any equipment and/or software necessary for internet access.
4. The computer will be loaded with an operating system and antivirus software. It is the responsibility of the employee to ensure that timely updates are applied to these pieces of software.

5. The employee will be responsible for obtaining a copy of the Microsoft Office Suite from the Home Use Program. This license allows the employee to use the software for non-personal use as well as work-related purposes.
6. A monitor, keyboard, mouse, and two power cables will be supplied with the computer. The employee must provide a surge suppressor for this equipment to be plugged into.
7. If an employee has any problems with the computer equipment requiring the assistance of Computer Services, the equipment should be returned to Computer Services for replacement. No data from any returned computer will be saved.
8. When an employee who has checked out a PC leaves DSCC employment, the PC must be returned to DSCC. If an employee fails to return the computer, the employee will be billed \$500 to replace the unreturned computer.

Procedures for other technology equipment

Older unused equipment may be checked out for up to 7 days for work-related purposes by completing the appropriate paperwork and obtaining the necessary approvals. Examples of this equipment include projectors, external hard drives, external CD drives, etc. If an employee fails to return the equipment, the employee will be billed \$250 to replace the unreturned equipment.

Compliance:

Failure to return equipment as specified by the policy will require the employee to reimburse the college for the equipment as specified in the policy. If the equipment is returned with damage beyond normal wear and tear, the Vice President for Technology will make a recommendation to the President about any needed reimbursement. The President will determine if a reimbursement will be required.

Definitions:

Home Use Program – Employee purchase program offered by Microsoft. The employee is able to purchase a copy of the Microsoft Office Suite for a small fee. The employee may use this software for both work-related and personal reasons.

IDC – Instructional Design Center

LRC – Learning Resource Center

PC – Personal computer.

Revision History:

Policy written October, 2004. Policy revised June 2013; approved by Administrative Council on 06/26/13.

Dyersburg State Community College

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