

Policy Type: Administrative

Applies to: Faculty, staff, student employees, students, approved third-party vendors and volunteers.

POLICY DATES

Issued: 2008
 Revised: 2/23/2024
 Edited by: Tina Stuchell
 Reviewed: 2/23/2024

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.
Laptop Kiosk	Kiosk device dispensing laptops. Located in KHIC, outside IT Helpdesk.

Policy Details

A limited number of pieces of technology equipment, such as digital and video cameras, laptop computers, video projectors, presenter mice, etc. are available at the Information Technology Helpdesk or Media Services for use by current, faculty, staff, and students at the University of Mount Union. Students can also borrow laptops from the laptop kiosk located outside of the helpdesk. Those individuals borrowing from the kiosk do not need to complete the loaner liability form, instead they use their Mount Union ID Card with the kiosk to borrow a laptop. Laptops from the kiosk should be cared for as stated in this policy.

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). If checked out from the laptop kiosk the time limit is 24 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.

Loaner Equipment Policy

TEC 6.0

Information Technology

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PROCEDURE

Borrowing from IT Helpdesk or Media Services

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 **Office of Information Technology** prior to checking out equipment.

1. RESERVATIONS:

- The equipment is reserved through the helpdesk by contacting helpdesk@mountunion.edu, calling the helpdesk or visiting the helpdesk.
- 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.

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- 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.
- 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.

Borrowing from Laptop Kiosk

1. RESERVATIONS:

- No reservations are taken for laptops borrowed from the laptop Kiosk.
- If there are issues with borrowing from the laptop kiosk, please visit the IT helpdesk.
- Borrowing is on a first come, first serve basis.
- The equipment must be returned within 24 hours.
- Borrowers who are unfamiliar with the equipment are encouraged to visit the IT helpdesk for assistance.
- 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.

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<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 always keep the laptop secure.
- Laptop may not be left unattended in public areas.
- Stolen Laptop 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 to the kiosk.
- 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 MS OneDrive,
- 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, the laptop should be immediately returned.

3. USER LIABILITIES

- **Overdue fines are charged directly as follows: 1-11 hours late - \$5 per hour, 12-23 hours late - \$10 per hour. After 24 hours the fines are accumulated to \$175 and the device is considered lost, and full replacement charge is placed on student account.**
- Borrowers are responsible for full replacement cost of the laptop checked out if they are lost or stolen.
- Borrowers are responsible for full repair or replacement cost if the laptop is 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.

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- 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 or data. 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.

Office of Information Technology 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	Updates to policy. Lender of 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%20Resource%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.

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Last Revised Date: 2/23/2024

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