



Frederick Community College Procedure

Section 6.00 General Procedures	Procedure Number	6.26I
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Laptop Loan Procedures	Policy Number	6.26
	Approved	08/01/07

A. Purpose

1. To establish a procedure regarding the loan of laptop computers to College employees. These units are not intended to replace primary computers. Loaner laptops are available to employees who need to perform work off-campus, take minutes or notes at meetings or make presentations at meetings, conferences, or symposia requiring visual digital demonstrations.
 - a. Each laptop is assigned to a specific user who becomes responsible for the appropriate use of the laptop.
 - b. Each user issued assigned a laptop must read and sign the laptop loan agreement.
 - c. Supervisors of all laptop users are responsible for monitoring use of the laptop to ensure appropriate usage.
 - d. Users will be held responsible for damage to and/or loss or theft of loaned laptops units.
 - e. A user must notify Security immediately when a laptop is lost or stolen.

B. All laptops are covered under the laptop manufacturer's limited warranty. The following are not covered by the manufacture's warranty or by FCC.

1. Damage due to accidents
2. Unreasonable use, abuse, and/or neglect
3. Improper service, improper installation, and improper connections with peripherals
4. Other causes not arising out of defects in materials or workmanship
5. Any service or repair provided outside the scope of limited warranty
6. Damage to or loss of any programs, data, or removable storage media, whether it occurs during warranty repair or other repair service

7. Any attempts to dismantle or repair the laptop unit oneself will invalidate the manufacturers warranty and may result in loss of repair
- C. Reservations for laptops must be placed in advance by completing and signing a Laptop Loan Agreement Form available from the Help Desk. This is necessary in order to adequately schedule the distribution of laptops and IT staff time. Information that must be provided as part of the Laptop Loan Agreement Form includes:
1. Timetable for use
 2. Intended use
 3. Anticipated travel with unit
 4. Campus identification, drivers license, and or some other valid form of identification
- D. Orientation sessions are mandatory for first time borrowers of laptop units. These 15 minutes sessions include basic instruction in use of the laptop and terms and conditions of the loan. Longer orientation sessions are available upon request. The Help Desk is responsible for the orientation sessions.
- E. Violations of this procedure will be investigated under the procedure 6.26z -, "Violations of Acceptable Use of Information Technology Resources".