

# **University Student Center Commuter Computer Student Loan Program Policies and Procedures**

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## **Statement of Policy**

### **Mission**

To provide a Computer Loan Program for commuter students to enhance their educational experience for academic purposes by bringing the knowledge students gain from inside the classroom to the convenience of their own home.

### **Purpose**

The purpose of these policies and procedures are to cultivate the use of computers within the University Student Center for the commuter student and regulate computer use as necessary to protect individual privacy, to provide a sharing of limited resources and to promote responsibility in the use of University computer systems.

### **Policy**

1. The University's general policies for use of its computer systems and equipment are stated in the University handbook p.91.
2. The use of the University computer equipment is a privilege, not a right. Computer misconduct can result in restrictions on or revocation of computer access privileges. Student Offenses are included in the Student Code of Conduct found in the Connecticut State University Rights and Responsibilities and Judicial Procedures Document. Borrower will face judicial charges.
3. Student Users have a responsibility to use University computer resources in an efficient, ethical, and lawful manner.

### **Operation**

1. The University Student Center Personnel will assume full responsibility for the commuter computer loan program including application, distribution, inventory and tracking and making sure computers are returned by the deadline of each semester.
2. Hours of operation are Monday through Friday 8:30am-4: 30 pm.
3. The Commuter Computer Loan program will be in operation through the academic year. Computers will be loaned out of the University Student Center on a semester basis.

### **Rules and Regulations**

1. The Student Center Personnel will have the authorization to look up student records to ensure individual's status as a student. The office of University Student Center shall keep records related to each student account confidential.
2. Only University Student Center Personnel has the right to place a block on a students account for those students who do not return equipment by the last day of final exams. Only that administrator who places the block will be able to remove it.

3. Student Center Personnel will monitor computers by an inventory tracking system by serial number marked on each piece of equipment.
4. All computers are distributed as a unit including: CPU, monitor, keyboard, mouse, and two power cables. The borrower agrees to return the equipment in the same condition as when it was issued from the University.
5. Borrower may install modem however, the University is not responsible for modems that are not removed before returning equipment.
6. All files should be stored on a floppy diskette prior to return of the computer. The University Student Center assumes no responsibility for files stored on the hard drive or the recovery of files accidentally left in the hard drive after the computer has been returned.
7. The borrower will not loan computer equipment to any person and must return the equipment before the last day of final exams.
8. Failure to return equipment will result in an academic hold as well as a dean referral. If a computer is not returned, it will be considered theft of University property. Student's name will be turned over to campus police and appropriate action will be taken.
9. The University Student Center is not responsible for any computer virus that may be transferred to, or from, a user's floppy disk.
10. Upon damage to a computer, the student should return the computer immediately. Professional staff will access the damage and replace it under certain conditions.
11. These computers are for non-recreational, academic purposes only. The responsibility to use good judgment to avoid improper uses resides with the user.
12. In the event of an audit the loaned equipment will need to be temporarily returned to campus within 48 hours of notice.

### **Qualifications**

1. Student must be a full- time matriculated student.
2. Student must have a minimum G.P.A. of 2.0.
3. Student must be in good financial and judicial standing with the University.
4. Students must present a valid Connecticut state driver's license or Connecticut State Identification card and S.C.S.U. student I.D. (Hoot Loot Card) for staff to photocopy.
5. Although a student may qualify, the resources of computers are limited and we may not be able to accommodate everyone.

### **Registration Procedures**

1. All Publicity will be completed in the office of the University Student Center and distributed campus wide.
2. Students will register in the office of the University Student Center Room 100 by filling out an application and complete an equipment agreement form in which they acknowledge responsibility for the computer.
3. Once the student completes application and produces the proper identification the Student Center Personnel will take a photocopy and then match identification cards to the student records/transcripts.

4. All computers will be distributed on a first come first serve basis as long as student meets specific criteria stated above.
5. Student Center Personnel will call the student directly and set up an appointment for the student to come and pick up his/her computer. At this time the student will sign the computer agreement form.
6. Student Center Personnel has the option to give a computer to whom they consider the most appropriate candidate and/or is in the most need.
7. When returning the computer, student should call prior to dropping it off. Student should never leave the computer unattended at time of return (**ex. DO NOT DROP OFF WITHOUT NOTIFICATION AND DO NOT LEAVE COMPUTER WITH A STUDENT WORKER**). Student Center personnel must be there at the time of return to match all serial numbers to original inventory list of distributed equipment. At this time student will sign a Return of Equipment Form, stating that they have returned all original equipment.

### **Sanctions**

Failure to abide by the guidelines set forth in the forgoing policies and procedures shall subject any user of the Commuter Computer Loan Program to sanctions, which may result in denial of computer privileges and/or disciplinary action, or legal action.

### **9. Administration**

The University Student Center Personnel shall administer the foregoing policies and procedures. Any evidence of stolen property will be reported to campus police or local police departments.

If you need assistance please call the University Student Center at 392-5500 Monday through Friday between 8:30 a.m.- 4:30 p.m. or call the University Help Desk Line at 392-5123.