

Communication Studies Graduate Student Laptop Checkout Policy

- Usage

Laptops are available on a limited basis for graduate students to check out. These laptops are to be used solely and exclusively for University-related business and work, either in progress towards the student's own degree or in course instruction.

The laptops are loaded with the standard Carolina Computing Initiative software package (http://cci.unc.edu/incoming_students/software_specifications.shtml). Students are free to install necessary software on the laptops, as long as the software conforms to the above usage restriction.

All users are responsible for backing up their own data. Drives will be wiped at the end of each semester. The ITS Response Center (<http://its.unc.edu/itrc>) can help students with data backup.

Laptop users are financially responsible for all damages to or loss, including loss as a result of theft, of equipment.

The laptops are strictly for use by Communication Studies graduate students.

-Checkout Procedure

- Students wishing to check out a laptop should do so with the Checkout Room staff in Swain 105A during normal checkout hours.
- The student will sign a laptop checkout agreement, acknowledging the receipt of the computer and pledging to abide by this checkout policy.
- The laptops are subject to recall by the Checkout Room staff at any time. When requested, graduate students must return the laptops within three business days. The checkout period is indefinite, but a student may not keep a laptop for more than one semester. Every semester, on the last day of exams, all laptops must be returned to Checkout Room staff for maintenance and inventory. After maintenance has been completed and all data wiped from the hard drives, students may check out the laptops again.
- When demand for the laptops exceeds supply, a reservation should be placed. At that time, the student who has had his or her laptop the longest will be contacted and asked to return the computer for the student who has placed the reservation. As long as demand exceeds supply, the laptops will be checked out in 1 month rotations.
- Priority will be given to students who are using the laptops for instruction.
- One laptop should remain in reserve in the Checkout Room to for standard two day, nonrenewable periods to accommodate immediate unanticipated situations.

- Passwords

The Checkout Room staff will inform students about any necessary passwords. Under no circumstances should a student change a given password. If prompted for a new password, the student should try to re-enter the old password. If an unused password is necessary, the user must immediately inform Checkout Room staff that the password has been changed.

- Violations

Any breach of this policy will be considered an official violation. Violations will carry the following specific repercussions. Under exceptional circumstances, the Multimedia Lab Director may find additional measures necessary.

First Violation – Written reports to the Multimedia Lab Director and the student's Faculty Advisor with details of the infraction.

Second Violation – Details reported to the above persons, as well as the Director of Graduate Studies. Checkout privileges are suspended until re-authorized by the Multimedia Lab Director.

Third Violation- Details reported to the above persons and the Department Chair, who will together make a decision regarding appropriate disciplinary repercussions.

In addition to the above violations, graduate students have financial responsibility for any losses of or damage to borrowed laptops, whether due to theft, negligence, or other factors.