

Procedure 9.0306

Laptop Checkout Procedure

Network Services will maintain an inventory of laptops that will be available for individual checkout on a first-come, first-serve basis. The intent is for college employees to have access to a laptop in the event that they have a business need outside of campus. Examples of this need would include items such as: attending a conference, sickness that required the employee to be away from campus, etc.

Network services will require the employee to sign a form indicating the nature of the trip and the number of days that the laptop is needed. The employee must sign the laptop back into network services when they return to campus and should not connect the laptop to the main campus network prior to having it scanned by network services and computer support.

In addition, laptops and video projectors needed for classroom activities can be checked out from the Coordinator of Audio-visual and Electronic Distance Learning.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Information Technology Policy](#)

History

Senior Staff Review/Approval Dates: 4/2/13

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*