

## **LAPTOP COMPUTER CHECKOUT POLICY**

There are two laptop computers that can be checked out by faculty who need them for travel. The administrative Assistant to the Information Technology Officer has the responsibility for checking out those machines. The College of Business IT Committee recommended the following policy which was adopted by College Council:

- (1) The pool laptop computers can be checked out for no more than 2 weeks at a time.
- (2) Reservation requests for portable computers should be submitted at least 1 week in advance (to allow re-imaging and software installation).

The re-imaging and software installation is necessary because of a University policy which requires that we re-image machines when there is a change in users.

In addition, the following recommendation of the IT Committee has been approved and will be implemented immediately. When initially employed, faculty members will be allowed to choose between a desktop or laptop computer. In addition, each year, the College updates a number of faculty computers. When that time comes for continuing faculty members, they will be allowed to choose between a desktop computer or laptop computer.