

Laptop Cart Check out Policies

The following are the policies pertaining to the use and to the reservation of the Office of Information Technology Laptop Cart at Claremont Graduate University.

Purpose

- The Laptop Cart is a mobile cart containing laptops intended for use by the faculty at Claremont Graduate University who wish to make laptops available for their students to use in their classroom during one of their class sessions. Staff and organizations at CGU may also use the laptop cart to provide laptops to participants of their on campus meetings and events.
- The Laptop Cart can contain up to 15 laptops. Each laptop has the standard Microsoft Office package, plus any other software that does not require the use of our license server. This may include some of our statistics software.
- Each laptop can access the Internet via the classroom's wireless network connection. Each student will need to log in on the wireless log on web page before they can access the Internet.
- Each laptop can be locked to the tables in the classroom with a cable lock.

Reservation Policies

- The Laptop Cart is reserved on a first come first served basis. You are welcome to reserve the Laptop Cart as far ahead of time as needed. However, we do ask that you contact OIT as soon as you know that you no longer need the Laptop Cart so that it is available to other faculty.
- You can specify if you need to reserve all 15 laptops, or if you only need a few.
- If you would like the laptops to be locked to the tables in your classroom, then your classroom must be empty and accessible to our staff at least 45 minutes before your class starts and at least 45 minutes after your class ends.
- If you own special software that needs to be installed on these laptops, we must be given enough time to do so. All policies associated with your software's license will be followed. Please make sure that your license allows us to install your software on multiple computers.

Usage Policies

- Due to safety, we may not be able to provide extension cords and power strips for these laptops in your classroom. The laptops will therefore stay on as long as their battery allows.
- Students are not allowed to install software on these laptops.
- Students are encouraged to save their work on their own USB flash drive. We cannot guarantee that their file will be available after the Laptop Cart has been returned to us.
- If the classroom schedule does not allow us enough time to lock and unlock the laptops, then someone must be in the classroom at the agreed upon time to receive the Laptop Cart and be responsible for its security. Someone must also stay with the Laptop Cart after class until it can be picked up by our staff.