

Technology Cart Policy

This policy covers the use of laptop and mobile device carts ("carts" hereafter) owned by the college.

1. Carts are for the use of faculty, staff, and students in the college for teaching and research purposes
2. Carts are to be used in the building where they are housed. Exceptions must be approved by the Assistant to the Dean for Technology and are subject to current weather conditions
3. Carts must be scheduled through R25 or by contacting the office of the Assistant to the Dean for Technology
4. If you need additional software/apps on the devices, you must give as much notice as possible so we can reconfigure the devices. There is no guarantee an individual app or item of software will be available if you give very short notice.
5. If you use the carts outside normal business hours, they can be returned by moving them to the storage area in the back of Killian 102, plugging in the cart to charge, and ensuring the door to the room is locked behind you.
6. Before returning a cart, ensure that all devices are logged out and asleep/shut down. Also make sure all devices are present and plugged in to the power cords in the cart.
7. If a student is performing research and is using the carts after hours, their faculty advisor for the research project is responsible for ensuring that student has a key to Killian 102 so they can return the cart.
8. Devices must charge between classes, so though a device is not in use, it may not be available for an event immediately following another one.
9. Only schedule a cart if you are planning with certainty to use it.