

**DENMARK TECHNICAL COLLEGE
STATEMENT OF POLICY**



DTC PROCEDURE NUMBER: 2-1-018.2

REF. DTC POLICY: 2-1-018

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PROCEDURE TITLE: Use of Laptop Computers

LEGAL AUTHORITY:

DIVISION OF RESPONSIBILITY: Academic Affairs

^x		Spring 1998
NEW POLICY	REVISED POLICY	DATE APPROVED BY COMMISSION

PRESIDENT	DATE	CHAIRPERSON	DATE
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POLICY STATEMENT:

In order for off-campus students to receive instruction using the computer, laptop computers are being made available in continuing education and academic credit courses. Software related to the specific course will be loaded on the computers as needed. Laptop Computers may be used for the following: (1) Continuing Education in business/industry; (2) for academic credit courses on campus when the computer labs are not available; and (3) for credit courses in DTC off-campus courses.

The Laptop Computers are housed and inventoried by the Computer Center. The instructor completes the Check-out/In Form to obtain laptops for the exact number of students in the class. The laptops must be returned to the Computer Center the following day of use unless special permission is given by the Vice President for Academic Affairs for extended training and security measures are approved. Otherwise, the laptops cannot remain in the possession of an instructor for longer than 48 hours. If a laptop is stolen or misplaced, the instructor is liable for the cost of the item and its accessories.

The Laptop Computer/Accessories Check-Out/In Form must be completed. This four-part form may be obtained from the Computer Center or from the Academic Affairs Office. Information needed include instructor's name, the course, its location, number of students in the class, date and time of class, and type of course.

The Vice President for Academic Affairs signs the form and keeps the first copy. The Computer Center representative signs, gives the second copy to the instructor, and keeps the remaining copies until the equipment is returned. Upon return, the equipment is inspected and inventoried by the Computer Center representative. If all is in order, the Computer Center representative signs the remaining copies of the form, sends the third copy to the Vice President for Academic Affairs, and keeps the fourth copy for the files. If the returned equipment is not in order, the Computer Center representative is to immediately notify the Executive Dean for Institutional Research and Planning and the Vice President for Academic Affairs.