

Student Computer/IPOD Policy RN to BS in Nursing Program

The RN to BS in Nursing Program at Eastern Illinois University (EIU) has acquired, with the aid of a HRSA grant, laptop computers/IPODS for students use while enrolled in the program. This computer loan program is unique on EIU's campus and therefore, the Student Computer Policy will apply to the unique population/process this program creates. This policy will address the signing out/in process, use, maintenance and storage of this equipment.

Sign Out/In:

Students who desire a computer/IPOD will have the opportunity to sign one out for use during the academic year. Notification will be sent out in August to alert students when a computer/IPOD may be collected from the office. Currently computers/IPODs must be signed out in person. A Property Control Temporary Removal of Property Request form will be completed that includes the identification number of the computer/IPOD and a copy will be provided to the student. This form outlines use and consequences if damaged, lost or stolen. Each loaner computer/IPOD will have an electrical cord/charging cord, battery (computer only), and bag. Each computer/IPOD must be returned at the end of the academic year for cleaning and updating of software. At sign in the computer/IPOD will be checked for functionality and intactness and the number will be checked against the document and signed in by program staff. **STUDENTS ARE RESPONSIBLE TO RETURN ALL CORDS, BAGS, BATTERIES IN AN INTACT AND FUNCTIONING STATE OR A BILL WILL BE PROVIDED FOR REPLACEMENT.** Please anticipate 30 minutes for check in to allow staff adequate time to check equipment. A copy of the Property Control Temporary Removal of Property Request form this form will be provided to students at sign in.

If a student is 3 weeks late returning his/her computer/IPOD and is unreachable by phone, a certified letter will be sent outlining the Property Control Temporary Removal of Property Request form signed agreement and requesting the immediate return of the computer. If this action elicits no response, the director of the program and the Chair of the Informatics and Technology Committee will be notified and the director will implements a plan for retrieval of or billing for the computer/IPOD.

Use:

Students who desire a computer will have the opportunity to sign one out for use during the academic year. The computer/IPOD should be used for academic purposes and is the responsibility of the student. Students are expected to maintain computer anti-viral and anti-malware. Students are discouraged from using the computer to store personal items. Students are

allowed to connect peripherals including printers, IPODS, scanners, and others. Students are expected to call ITS Help desk at (217) 581-4357 for assistance to correct any computer problems that may occur. In the case of a long term problem that requires the computer to be returned for servicing, another computer may be made available to the student in its place.

Maintenance:

As computers/IPODs are returned they will be inspected and secured in a separate locked location for recloning or cleaning. The cloning process will erase all individual student files and student placed software from the computer. This includes passwords and cookies. Each year by June 30th the Informatics and Technology Committee (ITC) will review the clone and ask for updates if needed.

Storage:

All student computers must be secured in a locked location in the program office. Computers awaiting maintenance or cloning should be stored in a separate area of the same location. Computers need to be stored with their batteries and cords.