

Eastman Computing Services Laptop Loan and Use Policy

Loan Program

Laptop computers kept in Eastman Computing Services are intended for use by Eastman faculty and staff for Eastman business purposes. Laptops are loaned on an as-needed basis for a maximum loan period of up to three weeks. This policy exists to ensure that Eastman Computing Services can offer consistent and reliable laptops for loan to the Eastman community.

Requesting a Laptop

All requests for laptop loans must be made through the Eastman Computing Services office. A request does not guarantee that a laptop will be available for use. Requests should be made at least one day in advance of when the loan starts; however, providing additional advance notice helps ensure availability. Each laptop is loaded with standard Eastman software (including Adobe Reader, iTunes, Microsoft Office, Mozilla Firefox, QuickTime, RealPlayer, Sibelius, Sophos Anti-Virus, and VPN). Please plan on spending ten minutes in the Eastman Computing Services office when checking out a laptop.

Software and Laptop Customizations

If special, non-standard software is needed by a faculty or staff member, Eastman Computing Services will review the software request. If the software request is approved, Eastman Computing Services will load the software application as long as it is compatible with the laptop and a valid license is provided. Non-standard software will be removed after the loan period. Upon return, all user files will be removed.

Passwords and Authorizations

Eastman faculty and staff can login to loaner laptops with their UR Active Directory account or the standard visitor account that is provided on each laptop. The Administrator functions on the laptop are used strictly and only by Eastman Computing Services staff. Faculty and staff will not be provided with an administrator account at any time during the loan period of the laptop.

It is the responsibility of the faculty or staff member to request any necessary changes that require administrator access before loaning out the laptop. If any adjustments need to be made to the laptop during the loan period, the laptop must be brought back to the Eastman Computing Services office for adjustments and additions. No unauthorized person may use, enter, or in any way change the Administrator password and functions of the laptops.

Returning the Laptop

Laptops will be inspected upon return. Please plan on spending five minutes to complete the return. If there has been any damage beyond normal wear and tear during the loan period or if the laptop is lost or stolen, the individual will be liable for the cost to repair or replace it.

For more information on the loan of a laptop computer, contact Eastman Computing Services at 274-1160.