

# DC Equipment Use Policy

## LAPTOP AND GENERAL EQUIPMENT USE AND CHECK-OUT POLICIES

1). The Digital Culture equipment is strictly reserved for Digital Culture students, and is not open to other ASU students or to the public.

Laptops are offered for check-out on a **first-come, first-serve** basis. Students may borrow ONE laptop and up to TWO additional equipment items at a time. Laptops will NOT be checked out to students during Digital Culture class times, or when they are needed for a course. There is no guarantee that students will receive the same laptop twice.

2). Digital Culture media lab equipment is checked out with the student's **Sun Card/ASU ID (Driver's licenses or other photo ID cards will not be accepted as substitutes)**.

3). Please note that it is NOT permissible to check out items for the use of other students (i.e. for a classmate who has misplaced his/her Sun Card). This would constitute a breach of policy and **will result in both students losing access to equipment privileges**.

4). Students have sole responsibility for equipment checked out to them. Students will not permit unauthorized use of equipment by others, or leave equipment unattended or in unsecured areas.

5). Laptops are for **in-class use only**, and, unless sanctioned by an agreement with **instructors** and **AME/DC technical staff**, are not to leave the Stauffer building. Attempting to leave the Stauffer building with a laptop constitutes a breach of agreement that will result in the loss of laptop and equipment privileges.

**NOTE:** If it is necessary to leave the building during the check-out period, the student will first return the laptop to the lab aide and retrieve his/her Sun Card. The lab aide will note the laptop number and will return the same machine to the student upon return.

6). Laptops are reset and wiped at every reboot. It is the student's responsibility to save all work to an external drive or server. Any and all work saved on a laptop that is rebooted will be lost.

7). In case of technical issues with hardware, students should consult with the Digital Culture media lab aide and/or return the defective equipment to the lab aide for evaluation.

8). Students will immediately report equipment damage to a lab aide, returning the equipment to the storage area.

9.) Digital Culture student workers will examine equipment upon check-in and will note any damages, etc. Equipment damaged or missing as a result of obvious neglect may result in a period of equipment privilege loss.

**NOTE:** The Digital Culture equipment room closes at 8:00 PM sharp Monday through Thursday, and closes sharply at 6pm on Friday. Student workers may announce a 15-minute warning before closing. **All** equipment must be checked in by students by closing. Failure to do so will result in a one-week equipment ban.

**EQUIPMENT ROOM HOURS FOR SPRING 2017:**

Monday – Thursday: 8AM – 8PM \*\*

Friday: 8AM – 6PM \*\*

Saturday and Sunday: CLOSED \*\*

\*\*Please see the posted schedule outside of the equipment room for any updates to hours due to holidays, and other closures.

**Equipment Checkout for Qualified Students with Disabilities:**

Qualified students with disabilities may be eligible to check out adaptive equipment from the Disability Resource Center (DRC). Students must provide required disability documentation to the DRC. The assigned DRC disability access consultant will evaluate the documentation, verify eligibility, and authorize the service.

See the DRC Web site: <http://www.asu.edu/studentaffairs/ed/drc/> for detailed information and procedures for accessing services and accommodations available for qualified students at specific ASU campuses and sites.