

Policy Title:	Student Laptop Provisioning Policy
Document Reference #:	
Major Functional Area:	Business Affairs
Executive Sponsor:	Vijay Sonty, Chief Information Officer
Sponsoring Organization:	University Technology Services
Effective Date:	7/25/2017
Revised Date:	

Purpose

To provide mobile computing devices for eligible Saint Leo University Students.

Audience

Eligible Saint Leo University students meeting the following requirements:

1. University Campus Resident students, who are enrolled full-time in an undergraduate program.
2. OR Enrolled in the University Honors Program and making satisfactory progress.

Policy Exceptions

All exceptions must be formally documented and approved by the AVP of Enrollment, Undergraduate Admissions AND the UTS Chief Information Officer.

Policy Violations

Violation of this policy may and will result in loss of eligibility of Saint Leo University technology device.

Policy Information

Section No.	Policy Statement	Reference
Eligibility		
1.1	Initial eligibility for the University Technology Services Laptop Provisioning Program is based on meeting the following requirements: <ul style="list-style-type: none"> • Must be enrolled in a Saint Leo University Undergraduate Program • Must be Enrolled Full-time • Must be a University Campus Resident Student (exception for Honors Students) 	N/A
1.2	Saint Leo University students enrolled full-time in the undergraduate Honor's Program are also eligible for the UTS Laptop Provisioning Program. These students are not required to be University Campus Residents. Honor's Program students must maintain full-time status and satisfactory academic progress to remain eligible for the program. Satisfactory Academic Progress in this case means that the student maintains a grade of C or better in four consecutive Honors courses.	N/A

1.3	<p>The following requirements must be met to maintain Laptop Provision Program Eligibility:</p> <ul style="list-style-type: none"> • Student must maintain full-time undergraduate enrollment with Saint Leo University for two consecutive academic years. • Student must maintain University Campus Resident status for one full academic year (Spring and Fall) (Exception for Honors Students). • Student must sign the Student Laptop Agreement form accepting all terms and conditions of agreement in accordance to Student Responsibilities in Section 2 of this policy. 	N/A
1.4	<p>Upon dismissal, withdrawal, or failure to meet the above stated requirements, students are required to surrender any provisioned equipment, including provided accessories, back to UTS within three days. Arrangements must be made with Campus Safety to return equipment if not possible during UTS business hours.</p>	UTS Help Desk
1.5	<p>Failure to turn in assets will result in a \$250 late fee in addition to the UTS assessed replacement cost of the asset being added to the student's account.</p>	N/A
1.6	<p>Students may choose to opt out of the program if they have a device which meets Saint Leo University Standard Device Requirements. Should the student require a device from UTS in the future, they will be a candidate for the UTS Laptop Rental Program.</p>	N/A
Student Responsibilities		
2.1	<p>Students are required to retrieve their laptop from UTS within two weeks after the end of their first semester add/drop period. Unclaimed laptops will be placed back into the device pool and the student will forfeit their place in the UTS Laptop provisioning program.</p>	N/A
2.2	<p>Students are required to perform regular care and maintenance on the provided device in accordance with the device manual.</p>	N/A
2.3	<p>Data backups and virus scanning are the student's responsibility. Students may use the software package of their choice to backup documents and data files on a regular basis. The University provides a Microsoft Office 365 account that has 1TB (1000 GB's) of storage through Microsoft OneDrive for backup, if needed. The Student must back-up all files prior to bringing their device in for repair. In the event there is a loss of function, the University swaps out non-working components. If the storage device needs to be reimaged, the University will restore drive to its original (predelivery to student) condition, and student is responsible for restoring personal files, and any software he/she has added. When there are repeat support visits for malware and virus related items, the University may remove administrator privileges from the student and their device. Student is responsible for</p>	Microsoft Office 365 Online Portal
2.4	<p>Computer modifications, upgrades or tampering with parts or related components is not permitted. No trade-ins or upgrades are available through Saint Leo University. Students must pay for any damages incurred for any unauthorized upgrades or modifications.</p>	N/A

2.5	Repairs to the machine are covered under warranty for three years while enrolled as a full-time undergraduate residential student at Saint Leo University, when normal wear and tear is involved. Turnaround for repair typically is 1-3 business days. If repair takes longer than one week, a loaner machine may be provided upon request (dependent on availability). To request a loaner please call the Help Desk at 352-588-8888 or come to the UTS walk-in area during the open hours of operation. If the University or vendor determines that the computer has been abused in any manner, the student must pay for the full cost of repairs. Repairs to the LCD display (monitor and connections) and keyboard are very expensive.	UTS Help Desk
2.6	The student is responsible for the value of the machine if lost or stolen. Students should utilize their family's homeowner insurance policy for coverage or select another insurance option, because the University insurance does not cover the machine. One such option, National Student Services, Inc., is the premier student personal property insurance provider in the United States; visit http://www.nssi.com for more information. The student is liable for any damage due to misuse or theft. We strongly urge students to purchase a lock-down kit at the bookstore and to always use it. The machine should never be left unattended in an unlocked area.	National Student Services, Inc.

Contact Information

If you have any questions about this policy, you can contact us:

Saint Leo University
 University Technology Services
 Web: <https://helpdesk.saintleo.edu>
 Phone: (352)588-8888