



## Laptop Cart Acceptable Use Policy

<b>Purpose:</b>
This document outlines the expectations and procedures for use of the mobile laptop cart provided by Information Technology at the University of Kansas – Edwards Campus.
<b>Applies To:</b>
This policy applies to faculty, staff, official university affiliates and any other individuals who use the laptop cart at the Edwards Campus.
<b>Campus:</b>
Edwards Campus
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<b>Policy Statement:</b>
<p><b>Introduction:</b> The Information Technology department at the University of Kansas – Edwards Campus provides a laptop cart resource to faculty, and staff official university affiliates in support of the education and research endeavors of the University.</p> <p>The primary intended use of the laptop cart for a proctored testing environment. The secondary intended use of the laptop cart is for web browsing, use of standard desktop applications, or access to the KU Virtual Lab. Additional software requests will not be accommodated.</p> <p><b>Requestor Responsibility:</b></p> <ul style="list-style-type: none"> <li>• The Edwards Campus laptop cart is available for use by KU internal faculty, staff, and official university affiliates.</li> <li>• All users must abide by the University of Kansas Information Technology Acceptable Use of Electronic Information Resources Policy: <a href="https://policy.ku.edu/IT/AcceptableUse">https://policy.ku.edu/IT/AcceptableUse</a>.</li> <li>• All users should also be aware of the KU Guidelines for Acceptable Use of Educational Technologies: <a href="http://policy.ku.edu/sites/policy.ku.edu/files/acceptable-use-educational-technologies.pdf">http://policy.ku.edu/sites/policy.ku.edu/files/acceptable-use-educational-technologies.pdf</a>.</li> <li>• The laptop cart is available on a first-come, first-served basis, and must be reserved at least 48 hours in advance of class/event time through the online reservation form: <a href="https://edwardscampus.ku.edu/kuec-mobile-laptop-cart-request-form">https://edwardscampus.ku.edu/kuec-mobile-laptop-cart-request-form</a> <ul style="list-style-type: none"> <li>○ A confirmation email will be sent to the user to verify the reservation.</li> </ul> </li> <li>• Laptop cart checkout includes all laptops in the cart (no partial checkouts.)</li> <li>• The checkout period is defined as the time when the laptop cart is delivered to the time when the laptop cart has been locked, secured, and ready for pick up.</li> </ul>



- The individual checking out the laptop must be present at the scheduled time of delivery for the cart to be unlocked.
  - If the requestor is not present at the time of reservation, the laptop will be left locked, and the requestor can call the IT office to have it unlocked: (913) 626-9619.
- The individual checking out the cart will be responsible for cart and laptop security during the entire checkout period.
  - Students are not permitted to act on behalf of the individual responsible for checking out the laptop cart.
- The cart and all laptops must stay in the room for which the cart is reserved.
  - If there is a need for the laptop cart to be moved, KUEC IT staff must be notified.
- Laptops will not be left unattended in an unsecured space, and must be monitored or secured.
- Power adapters must remain in the laptop cart.
  - Additional power adapters can be supplied upon request for extended sessions.
- Any food or drink should be kept away from the laptops.
- As all files and data will be removed from the laptops upon check-in, documents should be saved to a USB flash drive, cloud storage (Office 365, Google Drive, etc.), or attach files to an email.
- All technical issues should be reported at the time of check-in, or by submitting a self-service Technical Assistance online form, including a detailed description of the issues:  
<https://edwards-campus.ku.edu/request-technical-assistance>

Once checkout time is complete, the following checklist must be completed:

- Before returning to the cart, each laptop must be examined for damage.
- Each laptop must be returned to the appropriate numbered slot in the laptop cart.
- Once all laptops have been returned, the laptop cart must be locked.
- Please contact IT staff when the laptop cart is ready for pickup.

**KUEC IT Responsibility:**

- KUEC IT will deliver the laptop cart at the time reserved by the user, and unplug the power and network cables in preparation for use.
- All laptops will be delivered fully charged, updated, and ready for use in the classroom.
- If the requestor is not present at the time of reservation, the laptop will be left locked, and the requestor can call the IT office to have it unlocked.
- KUEC IT will provide support for any technical issues.
- Once the check-out has been completed, IT staff will retrieve the laptop cart and prepare it for the next reservation.

**IT Phone #: 913-626-9619**

Self-service Technical Request Form: <https://edwards-campus.ku.edu/request-technical-assistance>

**Consequences:**

Failure to comply with any Laptop Cart policy items may result in revocation of laptop cart privileges.