

Digital Culture Equipment Use and Checkout Policy

General Equipment Use and Checkout:

Students may not check out more than one laptop and two additional equipment items (e.g. a laptop, a MIDI controller, and a US audio interface). A single pair of headphones and necessary interface cords (Firewire, USB, etc.) may also be checked out to complement this equipment.

Students may not check out items on their Sun Card for the use of other students, i.e. for a classmate who has misplaced his/her Sun Card. This constitutes a breach of policy and will result in both students losing access to equipment privileges.

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

Students have sole responsibility for checked out equipment. Students will not permit unauthorized use of equipment by others or leave equipment in unsecured areas. Students will immediately report equipment damage to a lab aide and return equipment to the storage area.

Items designated as "Certified Only" may only be checked out after students have attended a tech cage training session. Failure to adhere to the rules and instructions put forth in this session may result in students losing equipment access privileges.

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

Laptop Use and Checkout:

The maximum checkout period for a laptop is four hours, with up to one two-hour extension as determined necessary by Digital Culture staff. Laptops are for in-lab use only and, unless sanctioned by an agreement with instructors and Stauffer technical staff, are not to leave the Stauffer B135 lab area. Attempting to leave the lab area with a laptop constitutes a breach of agreement, and will result in the student losing laptop and equipment privileges. Some laptops may be set up and secured to tables for students to utilize as general lab machines during peak times.

To check out a laptop, students will sign into the checkout log and physically surrender their ASU Sun Cards to the lab aide. No other forms of identification will be accepted - **no exceptions**.

If a student needs to leave the building, he/she will hand the laptop back to the lab aide to retrieve the Sun Card. The lab aide will note the laptop number and return the same machine to the student upon his/her return.

Laptops will not be checked out to students during Digital Culture class times or when they are needed for a course. Laptops are offered on a first-come, first-serve basis, and there is no guarantee that students will receive the same laptop twice.

Laptops are reset and wiped at every reboot, and 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.

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.

Students checking out equipment are responsible for battery replacement in battery-operated equipment and the care and security of equipment during the term of the loan. Lost, stolen, or damaged equipment must be reported to the DRC supervisor, Mobility Services, immediately. Police reports must be filed for stolen equipment.

Before receiving equipment, students must sign an equipment loan form. The length of checkout varies according to the type of adaptive equipment, student need, and equipment demand. The equipment loan agreement specifies a return date. Failure to meet the return deadline will result in a complaint being filed with Student Judicial Affairs. Course registration, grade reports, and permission to graduate will be put on administrative hold until borrowed equipment is returned.

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.

Equipment Certification Process:

Prior to students checking out equipment with which they are unfamiliar, they are to consult with the student lab aide/tech staff member to obtain basic training and instructions. Equipment is to be used for class related projects only, and students should, unless otherwise noted, receive basic training in use from instructors. Certifiable equipment will be determined as needs and equipment purchases arise.