

Policy: Student Portable Computer Initiative	Issued: April 2007 (Admin. Comm)	Revised:	<i>Page 1 of 4</i>
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The purpose of this policy is to identify responsibilities relative to portable computers issued to School of Pharmacy and Health Professions (SPAHP) students by the Creighton University School of Pharmacy and Health Professions (“the School”).

THE PORTABLE COMPUTER ISSUED TO THE STUDENT

The portable computer issued to the student is the property of Creighton University and is on loan to the student while enrolled in course work in the School. The portable issued to the student is for use *only* by the student to whom it is issued.

Based on servicing needs, and to ensure the student has a functional portable computer at all times, the portable computer or hard drive may be permanently replaced with a like machine or drive.

Battery warranties are for one year. After this time the student is responsible for purchasing replacement batteries.

The student is not guaranteed the same portable computer or hard drive for the entire term of the lease.

The student is never to make permanent or semi permanent alterations to the portable computer. This includes but is not limited to:

- Affixing stickers and decals
- Tagging, labeling or otherwise branding
- Drawing with a marker of any kind
- Replacing or altering ANY hardware
- Replacing or altering ANY software

The portable computer must be returned to the School on demand and may be replaced at the discretion of the School.

If the student ceases to be enrolled in course work in the School, the portable computer must be returned immediately. If the student does not return the portable computer s/he will be charged for its replacement at the original purchase price.

When the student is issued a portable computer, s/he must sign a receipt listing the computer equipment and software received.

The student is responsible for the safekeeping and proper use of the portable computer. The student may not loan or give the computer to anyone else. The student will be expected to have the portable computer available for use in any class, lab or examination or at any clerkship site as required or requested by the instructor or preceptor.

SOFTWARE INSTALLED ON THE PORTABLE COMPUTER

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The software installed on the portable computer is the property of Creighton University and may not be copied or redistributed in any way. Should the student require alterations to the base software configuration to accommodate a disability s/he must contact the Office of eLearning and Academic Technologies (OLAT).

The student username and password must be kept confidential at all times. The student is *never* to share or give his/her access credentials to anyone.

The student may install additional software that has been licensed by the student on the portable computer as long as it does not interfere with the functionality of the software installed by the School. Installation of non-essential programs (games, screensavers, etc.) is discouraged. See "Repairs and Maintenance" section for The OLAT will not be responsible for, nor assist with, supporting personal software.

PERSONAL FILES ON YOUR COMPUTER

It is the student's responsibility to maintain a current backup copy of all personal files including files in the My Documents folder. While a reasonable effort will be made by the OLAT to back up files contained in the My Documents folder prior to maintenance or repair, this may not be possible and the student's files may be lost or damaged.

Creighton University and its employees cannot be responsible for personal files on the portable computer drives. In addition, since portable computers may be lost or stolen, and files may be accessible during computer maintenance or repair, data on the hard drive should be considered public. Files containing personal or sensitive information should be encrypted.

In accordance with federal law, files containing identifiable patient information must not be stored on the portable computer.

REPAIRS AND MAINTENANCE

In the case of a portable computer malfunction, the student may be required to ship the portable computer or hard drive to the School at his/her expense.

Personal software may be deleted by the OLAT should the computer need maintenance or repair, and will not be reinstalled by the OLAT. After a student receives an initial warning about unauthorized or problematic software, s/he will be liable for any additional labor costs associated with restoring the machine to its original functional state and for damages to the OLAT-installed software or hardware caused by his/her actions (e.g. repeatedly installing personal software that interferes with the portable computer operation). A list of software known to cause problems can be found at <http://olat.creighton.edu>.

If a technical problem cannot be rapidly resolved, the OLAT may:

1. Reinstall the standard software package on the hard drive
2. Replace the hard drive with one containing the standard software package

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3. Issue a loaner portable computer (if one is available) while the portable computer issued to the student is being serviced, or replace the portable computer with another which will then be permanently assigned to the student.

With the following exceptions all repair and service work will be completed at no charge to the student:

1. Damage caused by abuse or negligence – negligence is defined as damage not covered by the accidental damage coverage provided by the portable computer manufacturer.
2. Damage to the software or hardware caused by user action that the user has been informed is inappropriate, e.g., repeatedly installing personal software that interferes with the portable computer operation, installing software that is listed on the “Software Known to Cause Issues” document located at <http://olat.creighton.edu>.

Under the above conditions the student will be responsible for all costs up to a maximum of \$325 per incident.

LOST OR STOLEN PORTABLE COMPUTERS

For portable computers stolen as direct result of student negligence a police report must be filed with the local police force. The report must be filed no later than 24 hours from the discovery of the loss. A copy of the report must be provided to the School’s Executive Director for eLearning and Academic Technologies who will evaluate the circumstances. For lost portable computers as well as those stolen as direct result of student negligence, the student may be issued a replacement portable computer. If the portable computer is replaced the student will be subject to a \$325 charge for the first incident and the actual replacement value of the portable computer for each subsequent incident.

TRANSPORTING THE COMPUTER

The School-issued portable computer must be transported in an appropriately padded carrying case. Damage as a result of improper transportation of the portable computer is considered negligence and the student is liable for the entire cost of repairs.

APPROPRIATE USE OF THE PORTABLE COMPUTER

Using disallowed resources for academic work is considered academic misconduct, and will be handled by the School policies for academic misconduct. Students using the Creighton network are subject to the University policy governing the appropriate use of computers and the Creighton network. This policy can be accessed at <http://www.creighton.edu/aup.html>. The portable computer may be remotely monitored at any time while in a classroom.

ACCESSING THE INTERNET FROM OFF-CAMPUS

Access to the Internet from an off-campus site is accomplished via an Internet Service Provider (ISP) at the expense of the student. While the OLAT will make reasonable efforts to assist with off-campus connectivity issues, they are the ultimate responsibility of the student’s ISP and the student should contact the ISP directly if they encounter difficulties.

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I have read and understand the SPAHP Student Portable Computer Initiative Policy

Student (Print Name): _____

Student Signature _____ **Date:** _____