

## Policies for the use of three LLEA laptops

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### Information to LLEA faculty

We now have three laptops for the use of LLEA faculty and TAs. The equipment committee met last semester to develop some guidelines to facilitate and regulate their use. This will be the first semester we implement these policies and may need to consider modifying them as needed.

### Policies for the use of the laptops

One laptop will be dedicated to a faculty member teaching in a UH classroom that does not have a computer but has a projector to which the laptop can be connected.

- This laptop can be checked out for the duration of the semester.
- To request the use of this laptop, please fill out a form with Merle during the second week of classes on the semester you would wish to use the laptop. If more than one requested is placed, the committee will meet to evaluate the requests before assigning the computer.
- Division chairs and coordinators can request for lecturers and TAs

If more than one request is received, the equipment committee will meet to evaluate them. Priority will be given to first time users.

Two laptops will be considered "floating" laptops for short-term use of the faculty (for a presentation at UH, emergencies when a computer breaks, for a conference presentation, etc.)

- These will be reserved on a "first come first served" basis. So that everybody knows the availability of these two laptops, a Google calendar will be shared with the faculty (like the 465 and 151 reservation calendars)
- The reservation will be done by signing a check out form with Merle in 464.

These computers belong to the department and we do not have resources to buy more, so please, **be extremely careful** not to damage or lose the computer. If anything happens to the computer, please inform Merle ([llea464@hawaii.edu](mailto:llea464@hawaii.edu)) as soon as possible. The damage or loss of a laptop will result in the loss of privileges to use any of the other LLEA laptops.

If reserved equipment is not picked up by the scheduled start time, the equipment will be available for other users to borrow and will be noted as a "No Show". Equipment reservations can be canceled in person or by email ([llea464@hawaii.edu](mailto:llea464@hawaii.edu)) any time before the scheduled loan period. Equipment, with all its component parts, is due as noted on the reservation form. A "Late Return" will be noted in the database if the equipment is not returned on time or if any component parts are not returned with the equipment. Any combination of 3 "No Shows" and "Late Returns" logged into the system automatically locks out any future reservations. Special arrangements must be made to reinstate the client.

**Instructions for checking the LLEA laptops**

- 1) Fill up a form to check out the computer either for the semester or a specific period of time (fillable PDF in our website).
- 2) Have the request approved and the form signed by the Chair of LLEA
- 3) Give/email the form signed by the chair of LLEA to Merle a few days before the borrowing time so that she can prepare the equipment.
- 4) She will give you a copy of the form when you borrow the computer on the requested date.

**Semester-long request form (fillable PDF)**

Faculty/TA name \_\_\_\_\_ Semester \_\_\_\_\_

Please explain your need for this laptop?

In what classroom will be the laptop used? \_\_\_\_\_

Will you also need a connector \_\_\_\_\_ yes \_\_\_\_\_ no

\*Please note that equipment borrowed for the semester must be kept in a secure location. On-island use only. No use on beaches or outdoors. The user is responsible for the care and security of the equipment during the loan period.

-----To be filled up by Merle upon computer return -----

Computer was returned on (date) \_\_\_\_\_

Connector returned if borrowed \_\_\_\_\_ NA \_\_\_\_\_ yes \_\_\_\_\_ no (explain) \_\_\_\_\_

Signed \_\_\_\_\_  
Merle Borrower

An email will be sent once Merle does the inspection of the computer to let you know whether the computer (and connector if applicable) was returned in good condition.

**Short-term use request form (fillable pdf)**

Faculty/TA name \_\_\_\_\_

Dates requested:

From \_\_\_\_\_ @ \_\_\_\_\_ (am/pm) to \_\_\_\_\_ @ \_\_\_\_\_ (am/pm)

Please explain your need for this laptop? (conference, presentation, class use...)

Do you need a VGA connector? Yes \_\_\_\_\_ no \_\_\_\_\_

Will this computer be taken off-island? \_\_\_\_\_ no \_\_\_\_\_ yes (where?) \_\_\_\_\_

\*Please note that equipment borrowed must be kept in a secure location. No use on beaches or outdoors. Carry on only when travelling off-island. The user is responsible for the care and security of the equipment during the loan period.

-----To be filled out by Merle upon computer return -----

Computer was returned on (date) \_\_\_\_\_

Connector returned if borrowed \_\_\_\_\_ NA \_\_\_\_\_ yes \_\_\_\_\_ no (explain) \_\_\_\_\_

Signed \_\_\_\_\_

Merle

\_\_\_\_\_

Borrower

An email will be sent once Merle does the inspection of the computer to let you know whether the computer (and connector if applicable) was returned in good condition.