

September 21, 2018

To: Deans, Associate Deans, and IT Liaisons
From: Orlando Leon, Chief Information Officer and Faculty Laptop Program Committee



Subject: Faculty Laptop Program (FLP) Damage and Return Process and Guidelines

In an effort to better serve our faculty through the Faculty Laptop Program and Library Check-Out Program, we would like to clarify the policy regarding damage to and/or the return of FLP laptops.

Each eligible faculty will receive an FLP laptop. The laptop will remain on a 4-year refresh cycle. At the end of the 4-year cycle, faculty will return the FLP laptop and, if eligible, will receive a new FLP laptop model. We expect each laptop to be returned within 3 weeks after finals and to meet the following guidelines, so that each computer can be transitioned into the Library Check-Out Program.

Damaged and/or Returned Laptops:

- The laptop shall be in good working condition to serve its purpose in the Library Check-Out Program.
- The college or school shall establish policy on how to fund the cost to repair damage to the laptop that is found to be the result of improper care.
- The FLP shall fund the cost to repair damage that is not a result of improper care.
- Faculty retiring or separating from the university must return their FLP laptop to their IT Liaison before their separation.

Theft:

- The college or school shall establish policy on how to fund the cost of a new replacement FLP laptop as a result of any theft.

Each FLP laptop is tracked and managed by the Asset Management Team. The FLP retains a copy of the signed Home Use Permit and/or a police report for each laptop. Each FLP laptop not assigned to an eligible faculty must be returned to the central FLP pool of computers for storage and redistribution. Faculty scheduled to separate from the University within a refresh year will not receive a new FLP laptop. Such a laptop will be collected at the end of the semester of the planned separation. We ask that the college or school report any faculty separation plans to its IT Liaison. Upon faculty separation, the IT Liaison shall return the FLP laptop to the central FLP pool of computers within 30 days.

Please contact Juan Solis at 559.278.1373 if you have any questions.

Thank you.

Technology Services

California State University, Fresno • McKee Fisk
2225 E San Ramon Avenue M/S MF93 • Fresno, California 93740-8029

P 559.278.3923 F 559.278.4660 www.FresnoState.edu/Technology

THE CALIFORNIA STATE UNIVERSITY