Device Usage Policy Check-Out & Check-In Procedure & Approval Form

Usage Policy

Devices are the property of the office of the Vice President of Student Affairs and managed by Student Affairs IT. The following usage policies apply to these devices:

- If checked out overnight, devices must be secured in a locked staff member's office
- All devices must be returned immediately after use
- Borrowing department is responsible for replacement cost if stolen or returned damaged
- Borrowers
    - Must be full-time staff members of Student Affairs;
    - Must receive approval from their director prior to borrowing via signature on this form. A signed copy of this document will be kept on file with the director of SAIT;
    - May send a student to pick up and drop off devices;
    - May not load apps from the app store. If a special app is needed, notify SAIT when requesting devices;
    - May not apply a passcode;
    - Are solely responsible for Student Voice assessment setup and troubleshooting.

Check-Out / Check-In Procedure

To ensure devices are provisioned and used in an orderly fashion, the following check out / check in procedure will be followed:

1. Availability is on a first---come, first---served basis, except in the case of a division or campus priority project
2. Every request for device check out must be submitted via the web form on the SAIT site
    - SAIT will verify the borrower is approved to check out devices. If borrower is NOT approved, borrower will obtain the signature of their director on this form and return it to the SAIT office at least one day prior to device checkout.
    - SAIT will verify device availability and inform the borrower if the devices are available as requested.
3. SAIT will check devices for proper operation and battery charge prior to checkout
4. Without exception, a checkout form must be completed prior to checkout.
5. Devices must be returned to SAIT and checked---in promptly after use
    - SAIT will check in and inspect each device immediately upon return for proper operation, lack of damage, etc.
    - Check in requires signature of both the borrower and an SAIT staff member.

Approval Form

Borrower Name: _____ Signature: _____

Director Name (Borrowing Department) : _____Signature: _____

SAIT Director Name: _____Signature: _____