

SON Loaner Laptop Policy

The School of Nursing maintains a fleet of loaner computers that are available to students, faculty and staff for short-term use. There is no charge for borrowing a laptop, but borrowers should be careful to treat the machines as if they were their own.

- A typical loan period for all students, faculty and staff is expected to be 1 to 3 days except in cases when the loaner is needed while the borrower's device is being repaired or replaced.
- The SON loaner program is NOT to be used by students as replacement for the school's laptop requirement or for convenience. All students are required to have an approved device that they bring with them to the school when it will be needed.
- The program is intended to be a backup option for students who legitimately forget to bring their device on a day it is needed or when they experience an unexpected technical problem.
- Students who abuse the loaner laptop program by frequently checking out a device for convenience or by keeping a device for an excessively long period without prior approval may be denied access to loaner computers in the future. A student requesting a loaner laptop more than 2 times in a month would be considered excessive.

We will provide you with an AC charger/adaptor and a bag if necessary. Please be sure to return all of these items to us at the end of the loan period. Prior to leaving the SON ITS office (Pinkard Room 328), you should inspect and note any damage to the borrowed items. Share that information with a SON ITS staff member before departing. If additional accessories are needed, such as an external mouse or headphones, please ask.



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