



COLLEGE OF EDUCATION AND SOCIAL SERVICES
OFFICE OF THE DEAN

Policy: Agreement for Faculty and Staff use of TFT Lab Equipment during the Summer Months

1. Purpose

- 1.1. To provide the employees within College of Education and Social Services (CESS) with the opportunity to sign out educational technology equipment which is to be used solely for employment-related activities (i.e. meetings, events, classes etc)

2. Educational Technology Equipment

- 2.1. The following list of equipment is available to be signed out by all CESS faculty and staff:
 - 2.1.1. Projector;
 - 2.1.2. Digital Camera;
 - 2.1.3. Digital Video Camera;
 - 2.1.4. Individual Laptop Computer
 - 2.1.5. Laptop Cart (ON CAMPUS USE ONLY)
 - 2.1.6. Small Set of 5 of Laptop Computers – These can only be signed out to instructors of a course that offers UVM academic credit;

3. Sign Out Procedure

- 3.1. All requests for educational technology equipment must be directed to the CESS Technology Coordinator at least 48 hours before required usage. Requests must be made through email to the CESS Technology Coordinator . Requests will be granted on a first come, first served basis. A waiver form must be completed and signed by the requesting faculty or staff member at the time the equipment is to be picked up;
- 3.2. All educational technology equipment is to be picked up from the TFT Lab Reception desk. Only the individual authorized to sign-out the equipment shall be the one to pick it up. If this individual is unable to pick up the equipment, they must write down the name of the person who they will have pick it up in the appropriate spot on the waiver form.

4. Sign Out Terms and Conditions

- 4.1. Any person who is signing out educational technology equipment agrees to abide by the following terms and conditions for signing out the equipment, the date and time the equipment must be returned will be entered into the TFT Lab records.
- 4.2. Failure to return the educational technology equipment by the date and time specified on the waiver form will result in a one-month suspension of privileges;
- 4.3. Extensions for signing out equipment will only be granted if the equipment has not already been requested by another party.
- 4.4. The laptop (set or individual) may not be borrowed for more than five (5) weekdays and one (1) weekend, and the sign-out must be approved by the CESS Technology Coordinator. The ONLY exception to the five (5) weekday and one (1) weekend maximum is when a CESS faculty or staff member requires the use of a laptop while they are at a conference that is out of town for the duration of more than five (5) weekdays and one (1) weekend. This extension period also requires permission from the CESS Technology Coordinator, with the CESS Technology Coordinator's approval of the extension.
- 4.5. All educational technology equipment must be returned to the TFT Lab Reception desk during the Main Office hours of operation.
- 4.6. No educational technology equipment shall be altered or tampered with by anyone in any way. Any required maintenance to the educational technology equipment should be reported as soon as possible to the Lab Assistants at the TFT Lab Reception desk;
- 4.7. Any damage found at the time of return will be the **sole** responsibility of the CESS faculty or staff member. He/She will be responsible for replacing or fixing the item so that it is in the same condition as when it what signed out. The TFT Lab will not take financial responsibility in this case.
- 4.8. Failure to abide by the terms and conditions will result in a suspension of sign-out privileges.



The
UNIVERSITY
of VERMONT

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TFT LAB EQUIPMENT SIGN-OUT WAIVER FORM (Summer)

I have read and agree to abide by the terms and conditions as set out in the Technology for Teaching Lab Summer Equipment Sign-Out Protocol. I understand that failure to abide by any terms and conditions of this policy will result in a suspension of my sign-out privileges.

NAME: _____

POSITION: _____

DATE: _____

- I have read and agree to abide by the terms and conditions as set out in **Article number 3.7** in the Technology for Teaching Lab Summer Equipment Sign-Out Protocol.

SIGNATURE: _____