



YORK UNIVERSITY
S T U D E N T
C E N T R E

POLICIES AND PROCEDURES

SECTION TITLE: OPERATIONS	SECTION REFERENCE: OP
POLICY TITLE: ACCEPTABLE LAPTOP USE POLICY	POLICY NUMBER: OP-012

POLICY STATEMENT:

YUSC provides laptop, projector, projection screens and equipment, for two main purposes: 1 PowerPoint presentations for YUSC clients and 2. Management and . This policy outlines client and management responsibilities and expects such use of computing technology to be conducted in a responsible, ethical and legal manner.

PURPOSE: TO OUTLINE AND CLARIFY PROPER LAPTOP USAGE FOR YUSC CLIENTS AND STAFF.

A. CLIENT USAGE

1. YUSC Laptops are available to book for PowerPoint presentations within the Student Centre by officially York recognized associations , departments, staff , faculty or YUSC external clients.
2. Laptops are not available for other uses, including but not limited to research, home work, emails, personal use, usage outside the Student Centre, or long-term use.
3. Laptops can only be signed out during YUSC office hours. After hours, weekend, or overnight use is not permitted.
4. Only the official signing authorities of a Association may sign out a YUSC Laptop and must be present for the duration of the booking. York ID or drivers license , must be presented at the time of sign out.
5. Laptops must be returned immediately after booking. YUSC Staff can assist in the set up and take down of all equipment. It is advise that groups book the equipment and room at least one half hour before and after the time of intended use to allow of adequate set-up/take-down time. YUSC staff will assist in set up, take down and inspection of all equipment.
6. YUSC does not provide disks, CD's, printers, or anything other than the laptops and power cables, projector, projection screen and the software already installed.
7. If provided by the client, any special software required which is not standard on YUSC laptops can be loaded on to the Laptop at the YUSC IT Administrator's discretion. The YUSC IT Administrator will load or assist in loading that software as long as it is not incompatible with the laptop's operating system and as long as it does not require an unduly large amount of disk space or system memory to operate. Non-standard software will be removed after the loan period.

8. Clients may store presentation files on a laptop in the "Temporary Folder" during the loan period. These files should be removed before the laptop is returned. Anything saved by Clients to the laptop hard drive will be erased on a regular basis.
9. The Association or Department to whom the laptop is checked out to is responsible if the laptop and/or equipment is lost, stolen or damaged. Please report non-working laptops and laptops with any objectionable material downloaded onto them. If available, another laptop will be checked out to any client reporting such problems
10. Use of the laptop in any way that violates other YUSC rules, such as but not limited to YUSC noise policy, is considered a violation of this policy.
11. Altering system software or hardware configurations without authorization, or disrupting or interfering with the delivery or administration of computer resources is not permitted.
12. Installing, copying, distributing, or using software in violation of copyright and/or software agreements is not permitted .
13. Clients may not use computing resources to engage in conduct that interferes with other users' use of share computer resources and/or the activities of other users.
14. Allowing access to computer resources by unauthorized users is strictly prohibited.
15. Clients may not use computer resources for illegal activities.
16. Attaching more than one computer to the data jack, use of multiple machines or hubs are not permitted.
17. Clients cannot use YUSC equipment to display or present content that can be reasonably construed as being sexist, racist, homophobic, or any information which promotes hatred towards any group or individual. If complaints are received, the York University Student Centre shall attempt to mediate the issue, and seek an agreeable resolution. Failing such agreement, the York University Student Centre shall make the decision it deems appropriate given the circumstances.
18. Fines for non-return or late return are as follows: (fines are cumulative)
 - a. \$10 overdue fine per hour until YUSC closes.
 - b. \$50 overdue fine per day after the first night.
 - c. \$1600 replacement fine if not returned within 5 days.

B. YUSC STAFF USAGE

1. Only members of the YUSC Management Staff may use laptop for strictly for business purposes provided it does not conflict with client bookings.
2. YUSC Managers must obtain permission from the Executive Officer or Executive Director to use or sign-out laptop after hours or outside of the Student Centre.
3. YUSC managers must comply with all YUSC policies including OP-005 Acceptable Computer Usage when using the Laptop.
4. Usage of Laptops by YUSC Staff are also subject to section A points 7 to 20 of this policy.

Contact Person (title):	Executive Director / Executive Officer
Cross-Manual Reference:	
Monitoring Tools:	
Relevant Forms:	N/A

ED Approval Date:	June 14, 2005
Review Dates:	
Revised Date(s):	