
Protocol for PCs for Off-Campus Project Centers

Students who participate in the Global Perspective Program are offered the opportunity to borrow laptop personal computers from WPI. This is not an entitlement to students, but rather a privilege extended to students. It is expected that the following protocol will be followed and the proper responsibility will be assumed by the students taking advantage of this opportunity. WPI does not have an unlimited supply of laptop computers to loan to students. If student teams are unable or unwilling to comply with the dates specified by the Academic Technology Center (ATC), the ATC reserves the right to refuse to accommodate that request. One PC per project team for each site as available:

Procedure

1. Each team will fill out an ATC Team Form (Appendix C). Deb Fusaro & Julie Wilson (from the IGSD) will send approved names to ATC. Representative from the team must submit an IGSD laptop form no later than 2 weeks before departure date, otherwise team will not be able to reserve a laptop for the project site. Every team member must meet all IGSD paperwork deadlines before names are sent to the ATC.
2. Person(s) responsible for PC will be required to register at the ATC and sign a statement accepting responsibility for the PC.
3. Person(s) responsible for PC should be the member of the team with the tightest travel schedule. Arrangements can be made for one person to pick up the PC and another member of the team to return the PC.
4. It is strongly recommended that everyone in the group sign the ATC's reservation form. The ATC will hold only signing parties financially responsible for damage beyond normal wear and tear and/or any fees incurred.

Reservations

1. Make your reservation early for your PC. Complete an IGSD laptop form and submit document to IGSD office. A representative from the the ATC will email the pick-up person to confirm pick-up and return dates. The ATC will reserve a laptop and send a confirmation email. PCs are reserved on a first-come, first-serve basis. Avoid last minute changes as they may not be able to be accommodated.
2. If arrangements have been made for a faculty memeber to return the PC, then the faculty member must send confirming email to David Botelho (dabotelho@wpi.edu) before the PC will be released.
3. Pick-up and Return deadlines will be strictly enforced. If the laptop computer is not returned to the ATC on the agreed upon date, your group will be charged a \$10 per business day late fee.

Software

1. All PCs will be loaded with Windows, MS Office, Internet Explorer and communications software. The ATC does not provide or load software other than this.

Picking up the PC

1. You must have your WPI ID card in order to pick up the PC assigned to you.

Acceptable Use Policy Regarding Computers (WPI laptops, sponsor PC's, WWW use)

At a minimum, you must adhere to the WPI Acceptable Use Policy (<http://www.WPI.EDU/Pubs/Policies/AUP/>) whether using WPI computer resources or your housing provider or sponsor's resources. Your housing provider or sponsor may have more restrictive computer and web use policies and those must be followed. It is your responsibility to determine what your housing provider or sponsor's policy is and to comply with it. Using a housing provider or sponsor's network(s) or computer(s) for recreational use (defined as non-project related use – on or off the web) is not permitted. Violators will be subject to disciplinary actions.