

**BROOKDALE COMMUNITY COLLEGE**  
**COLLEGE REGULATION**

**5.0040R Acquisition and Loaning of Laptop Computers to Students**

**I. Title of Regulation**

5.0040R Acquisition and Loaning of Laptop Computers to Students

**II. Objective of Regulation**

To outline the manner of acquiring and loaning laptop computers to Brookdale Community College students during the COVID-19 pandemic.

**III. Authority**

Bylaws of the Board of Trustees, Section 1.3034(I).

N.J.S.A. 18A:64A-25.6.

**IV. Regulation Statement**

Brookdale Community College (College) has acquired an emergency supply of laptop computers utilizing approved College purchasing procedures through the College's Purchasing Department via the submission of an E-Requisition. The VP, Learning will process student laptop computer loan requests based on the requirements of the particular instructional program and availability of laptop computers. The College's Office of Information Technology (OIT) will assist with the tracking, distribution and return of the laptop computers assigned to students for their use off campus while remote learning is in effect.

**The Process.**

To borrow a laptop computer from the College, a student must:

- be a currently registered College Student with no blocks on his/her record.
- have a current College Student ID number and email address.
- have another photo ID such as a driver's license, passport or State ID.
- read, understand and abide by the College's Acquisition and Loaning of Laptop Computers Regulation.
- sign a Laptop Computer Loan Agreement form. The student's signature on the Laptop Computer Loan Agreement form is an acknowledgement of his/her compliance with the College's applicable Regulation and Loan Agreement.

## **Additional information**

- Only one laptop computer may be borrowed at a time.
- Availability is on first come, first serve basis.
- Laptop computers are available for one (1) full semester or term.
- Laptop computers must be returned by the last day of the semester or term, or if the student withdraws from the College, or if instructed by the College. Returns will be made by scheduled appointments. Notice of the designated location for the return of a laptop computer, date and time will be provided by the College to the student in advance.
- Upon return, students should allow 30 minutes for the laptop computer to be checked in by a College staff member who will verify that the laptop computer is in working order before the student leaves the building or other designated drop-off location.
- Students borrowing a laptop computer are responsible for the safekeeping and return of it in good working order. If a laptop computer is lost, stolen, or damaged, the student is responsible for the cost of replacement or repair. The replacement cost is \$336.00.
- Final class grade will be withheld for failure to return a laptop computer when due or if payment for a fine levied is not rendered, a collection matter may be initiated.

## **V. Responsibility for Implementation**

VP, Learning

Approved: President 04/08/2020