

BROOKDALE COMMUNITY COLLEGE COLLEGE REGULATION

5.0041R Acquisition and Loaning of Computers to Literacy Program Students

I. Title of Regulation

5.0041R Acquisition and Loaning of Computers to Literacy Program Students

II. Objective of Regulation

To outline the manner of acquiring and loaning laptop computers to Literacy Program students enrolled in Adult Basic Education, English as a Second Language and High School Equivalent courses.

III. Authority

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

748 CARES Act, Public Law 116-136 (April 16, 2020).

IV. Regulation Statement

Brookdale Community College (College) has acquired Lenovo Chromebook 3AMD A6 9220C computers (“computers”) for its Adult Basic Education (ABE), English as a Second Language (ESL) and High School Equivalent (GED) educational programs through CARES Act Funding. The Dean, or designee of Continuing and Professional Studies, will process student computer loan requests based on the requirements of the instructional program and availability of the computers. The College’s Office of Information Technology (OIT) will assist with the tracking, distribution and return of the computers assigned to the Literacy Program students.

The Process.

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

- be a currently registered ABE, ESL or GED 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 Computers to Literacy Program Students Regulation.
- sign a Computer Loan Agreement form. The student's signature on the Computer Loan Agreement form is an acknowledgement of his/her compliance with the College's applicable Regulation and Loan Agreement.
- submit a deposit of \$25.00 by check or money order to CPS Operations Manager or Accounts Receivable Specialist at the time of receiving the computer. This deposit will be returned to the student when the computer is returned to the Office of Information Technology in good working order.

Additional information

- Only one computer may be borrowed at a time.
- Availability is on first come, first serve basis.
- Computers are available for one term, or until in person classes resume, or until student is no longer a registered student in the program
- 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 computer, date and time will be provided by the CPS to the student in advance.
- Upon return, students should allow 30 minutes for the computer to be checked in by a College staff member who will verify that the computer is in working order before the student leaves the building or other designated drop-off location.
- Students borrowing a computer are responsible for the safekeeping and return of it in good working order. If a computer is lost, stolen, or damaged, the student is responsible for the cost of replacement or repair. The replacement cost is \$292.00.

V. Responsibility for Implementation

Chief Officer, Continuing and Professional Studies

Approved: President, 02/03/2021