# CET Policies

Equipment Reservations
• To reserve equipment, an Equipment Request Form (ERF) must be completed and submitted to CET in person or online (cet.depaul.edu).
• It is recommended that reservations be made at least 1 week prior to the pick up date.
• Equipment can be checked out for a period of one week. At the end of the week period, equipment can be checked out again if it has not been reserved by another individual.
• Equipment may only be reserved by faculty and staff.
> *For late and damaged equipment, refer to the violation policies below.*

Lab Reservations
• All CET Lab (Room 250) reservations must be made at least 24 hours in advance by contacting the CET either in person or online (cet@depaul.edu).
• Reservations are made on a first-come, first-serve basis.
• The CET Lab is not to be used as the primary room for a course (e.g. an entire quarter) and long-term standing reservations will not be allowed. Accommodations will be made on a case-by-case basis by the CET when involving consecutive reservations.

Reservation Cancellations
• To cancel a reservation, please contact the CET office via email (CET@depaul.edu) at least 24 hours prior to the reservation time.
• Failure to pick up/return reserved equipment or fulfil Lab reservations at the approved time may result in the suspension of reservation privileges.

iPad/Laptop Cart Reservations
• To reserve the iPad or Laptop cart, faculty must contact the CET (CET@depaul.edu) to set up delivery time and date, as well as what apps/software should be loaded onto the equipment (if applicable).
• There is no limit on the number of free apps/software a faculty member can request. Any paid apps/software must receive approval from the Department Chair before it can be purchased.
• CET will maintain the procedure to download all apps/software and will keep a list of apps/software that have been purchased.

Check Out Procedures
• Equipment may only be checked out for the time period stipulated on the ERF and approved by a CET staff member. Check out and check in times must be listed on the ERF.
• Equipment cannot be picked up prior to check out time listed on the ERF unless approved by a CET staff member.
• Exceptions and special requests should be made directly to a CET staff

member and will be accommodated on a case-by-case basis.
• Faculty or staff checking out equipment must personally verify that all requested equipment is available and fully operational before leaving the CET equipment office.

Check In Procedures
• At check in, all equipment must be returned in fully operational, undamaged, and in clean condition.
• All equipment will be inspected and checked in by a CET staff member.
• There is a one week grace period from the time of check in for any missing equipment to be returned.
• The CET is not responsible for a user's failure to clear data or logout of accounts. All equipment is subject to periodic maintenance and data-cleaning.

Check In Violations
• Equipment not returned by the scheduled check in time is considered late. A CET staff member will notify the faculty or staff member of equipment that is late.
• Failure to return equipment at the approved time may results in the suspension of reservation privileges.

Suspension Penalties for Late Check Ins
• Failure to return equipment by the date due will result in the suspension of the faculty or staff member's check out privileges for a period of time determined by the number of violations accrued.
• Any single violation of these equipment check in and check out policies in any one quarter will result in a suspension of equipment use for one (1) week. A second violation in any one quarter will result in a suspension period of two (2) weeks.
• A third violation in any one quarter will result in the suspension of check out privileges for a period of time determined by CET staff and the CET Director. Suspension periods begin the date that equipment is returned.

Financial Penalties for Lost of Damaged Equipment
• The faculty or staff member listed on the ERF is responsible for collecting and returning all equipment checked out, regardless of who uses or is in possession of the equipment.
• Faculty, staff and students are responsible for replacement costs up to $200 for damaged or lost equipment.
• Any equipment not returned after 14 days from the check in time will be considered lost.
• If equipment is stolen, a report should be filed with the appropriate authorities (e.g. Chicago Police Department off-campus, DePaul Public Safety on-campus). The CET will consider the equipment lost if no report is filed and/ or a copy of the report is not given to CET.
• Damaged equipment will be evaluated by a CET staff member and reported to

the CET Director. The CET staff will determine the cost of replacement and the faculty or staff member, or the student in possession of the equipment when damaged, will be responsible for replacement costs up to $200.

• If replacement or repair costs exceed $200, the CET Director may request that the additional cost be incurred by the faculty or staff member, or the student in possession of the equipment when lost or damaged. The CET Director's request must be made within 14 days after notifying responsible parties of the replacement or repair costs.

• Student failure to reimburse the CET for any lost or damaged equipment may result in a financial hold being placed on the student's DePaul account. Continued failure to make payments may result in the College of Education seeking collection through a collection agency.

Arbitration

• Faculty, staff, or students may request arbitration by an Arbitration Committee made up of faculty, staff and students by notifying in writing the CET Director within 14 days after being notified of the charges.

• Faculty, staff or students will be notified by the Arbitration Committee of the date of the arbitration hearing.

• Faculty, staff or students are responsible for making their cases for a reduction in replacement costs to the Arbitration Committee. A faculty or staff member signature on the ERF indicates that he or she understands and accepts the above equipment checkout policies and procedures.

Use of the CET Lab (Rm250)

• Lab equipment must remain in the CET Lab at all times.

• Downloading or installing additional programs to computers without direction from a CET staff member is strictly forbidden.

• Changing settings on equipment, including backgrounds, device settings, screen-savers, etc., is also forbidden.

• Do not save files directly to computer hard drives (use a web-based or USB memory source). Files on hard drives will be deleted periodically and without notice.

• Food and drink are prohibited in the lab.

• Dispose of any trash before leaving the room.

• Leave computers on at the end of each session or class, unless otherwise instructed

• Immediately report any problems with equipment to your instructor or a CET staff member.