

CET Policies

CET Resources

- The CET is not responsible for DePaul University hardware/software in classrooms. Although the CET wholly encourages faculty and staff to use CET equipment and support, classroom equipment such as podium desktops, SmartBoards, and projectors are property of DePaul Information Services. All maintenance and support cases for those items should be handled by DePaul Information Services/Technology Support.

I. Lab Reservations

- All CET Lab (Room 250) reservations must be made at least 24 hours in advance by contacting the CET.
- Reservations are made on a first-come, first-serve basis.
- The CET Lab is not to be used as the primary classroom for a course 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.

II. Use of the CET Lab (Rm250)

- Lab equipment must remain in the CET Lab at all times. Leave computers powered-on at the end of each session or class, unless otherwise instructed by a CET staff member.
- Downloading or installing additional programs to computers, changing settings on equipment, including backgrounds, device settings, and screen-savers, is strictly forbidden.
- Do not save files directly to computer hard drives (use a web-based or USB memory source). Files on local hard drives will be deleted periodically and without notice.
- Food and drink are prohibited in the lab.
- Immediately report any problems with equipment to your instructor or a CET staff member.

III. Equipment Reservations

- Equipment is available for check-out to faculty and staff, including graduate assistants. To reserve equipment, contact the CET.
- Students who are preparing for the edTPA assessment or working on course projects may check-out equipment with the approval of a faculty/staff member.
- 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.

For late and damaged equipment, refer to the violation policies below.

IV. iPad/Laptop Cart Reservations

- To reserve the iPad or Laptop cart, contact the CET to set up delivery time and date, as well as what apps/software should be preloaded 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.

V. Reservation Cancellations

- To cancel a reservation, please contact the CET 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.

VI. Check-Out Procedures

- Equipment cannot be picked up prior to the agreed upon check-out time 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.
- Individuals checking out equipment must personally verify that all requested equipment is available and fully operational before leaving the CET equipment office.

VII. 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.
- 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 result in the suspension of reservation privileges.

VIII. 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.

IX. Financial Penalties for Lost or Damaged Equipment

- The faculty or staff member listed on the reservation is responsible for collecting and returning all equipment checked-out.
- 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 Manager. The CET 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 Manager 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 Manager'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.

X. 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 Manager 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.