

**CAROLINAS COLLEGE OF HEALTH SCIENCES  
POLICY AND PROCEDURE**

Section I - Administration

**SUBJECT:** ALLOCATION AND USE OF INFORMATION TECHNOLOGY

**REVIEWER(S):** Provost\*  
Institutional *Technology Manager*  
Learning Technology Specialist

**I. POLICY**

The College will commit sufficient resources to reasonably meet the information technology needs of administrators, faculty, staff, and students. In instances of shared resources, guidelines will be utilized to provide an appropriate balance of accessibility.

**II. PROCEDURE**

- A. All full-time personnel have a networked computer in their office loaded with software appropriate to their job summary. All computers have access to networked printers. The *institutional technology manager (ITM)* will assess the sufficiency of information technology equipment on a yearly basis and generate budget requests to maintain adequate technology resource availability. Budget requests for additional full-time personnel should be accompanied by a capital request from the *ITM* for computer hardware/software. Until that hardware/software is available, the *ITM* will devise a plan for appropriate sharing of resources. Faculty and staff may, for their own convenience, bring personal peripheral devices (printers, USB memory sticks, etc.) approved by the *ITM*, to be used with computers supplied by the college. Faculty and staff will, however, be responsible for supplying toner cartridges *for their own personal printing devices*. In *addition*, repairs to these devices will be the responsibility of the individual faculty or staff member.
- B. All part-time faculty have access to networked computers located in the part-time faculty offices. In the event that use exceeds availability, the *ITM* will work with program *chairs/provost* to establish a scheduling system considering priority needs.
- C. The *ITM* will ensure that sufficient presentation systems are maintained to meet the instructional needs of the college.
- D. *The computer laboratory provides 24 hours a day, seven days a week access to students, faculty and staff who gain entry using college ID badges. During new student orientation, students are provided information and guidelines for the appropriate use of the lab, descriptions of available equipment, and summary of relevant policies. Usage statistics are tracked via ID badge activity to inform decision making regarding lab resources and staffing.*
- E. The computer lab *and annex are available* for testing and instruction. *The annex can be partitioned from the main lab area. Faculty and staff should reserve the computer lab and/or annex through the learning technology specialist (LTS). When testing requires reserving both the computer lab and annex, an alternative temporary computer lab will be set up for student use.*
- F. *Two carts each containing 20 wireless equipped laptops and a wireless printer are available for use in classrooms for testing and instruction in a normal classroom setting. Carts may be reserved by faculty and staff for testing and instruction through the LTS. Faculty and staff reserving these carts should arrive 45 minutes before the test or class time to set up the laptops for student use. The LTS or the ITM should be notified at least two days in advance if assistance*

is needed by the faculty and staff in setting up the laptops. The *ITM* should be notified of special software needs for the laptops at least one week in advance so that software may be loaded on the machines.

- G. *Faculty and staff also have the option of reserving individual laptops for the completion of work-related tasks through the LTS. Individual laptops can be reserved for up to one week. Faculty and staff must complete the associated checklist when checking out/in laptops to ensure equipment is adequate when checked out and then returned in the same condition.*
- H. The *ITM* and *LTS* will maintain a system for logging *reported* computer and other technology problems *as well as resolutions* to ensure that all software and hardware malfunctions are responded to in a timely fashion.
- I. The Allocation and Use of Information Technology policy will be reviewed bi-annually.

**III. APPROVAL**

Name: \_\_\_\_\_ Title: President Date: \_\_\_\_\_