



**ADMINISTRATIVE POLICY**

Policy Type: MacBook Checkout  
 Policy Number: NA  
 Date Adopted: NA  
 Version: NA  
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 Date Last Reviewed: NA  
 Office Responsible: Information Technology  
 Reviewing Committee:  
 Related Policies: Responsible Use Policy, Respectful Use Policy

**Purpose:** This policy outlines the eligibility, support and terms of use for MacBook Checkout from the Solution Center in William Atkinson Hall.

**Scope:** This policy applies to all current Jackson College Employees (excludes JC Student Employees).

**Policy Statement:**

JC shall make MacBook computers available for short-term check-out from the Solution Center. These units are not intended to replace primary work site computers. They are available to current Jackson College Employees teaching and/or prepping to teach in WA219 only. MacBook checkout requests must be approved by the Dean, who will send the formal request to the Solution Center.

Users must allow adequate time (30 minutes) prior to picking up the MacBook to receive instruction, sign out the MacBook and log in to the computer on a wired connection (so that the user may logon off campus).

MacBooks must be picked up and dropped off during regular business hours at the JC Solution Center. Users will be notified when the MacBook is available in the JC Solution Center for pickup. If other arrangements need to be made for pickup and drop off, the JC Solution Center must be given at least 24 hours (or 1 day) notice.

**Software and Hardware**

All checkout MacBooks are provided with the following software and associated hardware (subject to change at any time).

Software	Extra Hardware
iOSx (Current Version)	Ethernet Cable
Office for Mac (Current Version) Word, Excel, PowerPoint, Outlook	AC Adaptor
	MacBook Carrying Case

**Support**

Employees using the MacBook check-out service shall contact the JC Solution Center for standard system support and to notify the IT Department of any problems encountered during their check-out period.

**Security**

Users are responsible for performing their own data backups. The JC IT Department is not responsible for any files left on the MacBook or for loss of, or damage to, a user's files during the check-out period. The JC IT Department is also not responsible for any computer viruses

transferred to, or from, a user's external media (CD, flash/thumb drive) while using the MacBook. All MacBook check outs are reloaded upon their return to the JCC Solution Center.

Users must also follow the Respectful Use and Responsible Use policy when using the MacBook Checkout computer.