

Classroom Review Board

Departmental Computers in General Assignment Classrooms

Adopted Policy – February 12, 2010

The existing policy for using computer systems for interactive display in General Assignment (GA) classrooms requires instructors to provide and connect laptops to the podiums provided in each room. The Classroom Review Board (CRB) is responsible for managing all GA classrooms and understands that having a computer system installed in the classroom would provide convenience for instructors and would also offer the opportunity, in some cases, for specialized software to be installed that would significantly enhance learning. This document proposes a new optional model for supporting computers in GA classrooms. Technical support of those computers is regarded as a joint responsibility between the Classroom Support Services (CSS) division of ACNS and the unit (department or College) that installs the system. Under this new policy, computers may be installed in GA classrooms subject to the following terms and conditions:

1. Units shall complete the Computer Installation Request Form available at <http://thecrb.colostate.edu> and submit it to the Chair of the CRB, Rusty Scott, rusty.scott@colostate.edu. The CRB must approve each and every such computer installation.
2. Units are responsible for all costs associated with those computers, including hardware, software, maintenance, refresh and upgrade.
3. The installed computer system must be a current model configured with a supported version of Microsoft operating system as defined by the campus hardware and software standards list available on the ACNS website.
4. Computers are to be installed in an unobtrusive, workmanlike, professional manner so as not to interfere with other technology in the GA classroom, or impair the use of the GA classroom for its primary purpose. Any questions concerning installation should be addressed to the Classroom Support Services division of ACNS.
5. Computers purchased by the department will be under the control of the CRB.
6. No more than one computer shall be installed in any GA classroom. Installation of computers shall be on a first approved, first served basis.
7. Computers installed in GA classrooms are subject to use by all instructors using the classroom, not just instructors associated with the installing unit. It is the responsibility of the installing unit to ensure that all instructors are able to log into the computer.
8. If an additional network jack is required, the CRB will be responsible for providing the installation, including funding.
9. The initial point of contact for the any support issues with systems in GA classrooms shall be Classroom Support Services. CSS will provide technical support for the system, or if appropriate, contact the support staff in the responsible unit for additional support.

10. To enable efficient communications, the responsible unit shall supply CSS with the phone number of the unit's help desk and technical support contacts. CSS staff will supply and install signage in the GA classroom listing contact information for CSS. Telecommunications will program the intercom telephone system in the specific room to allow calls to the unit's help desk.

Classroom Review Board
Request for Departmental Computer Installation

Submitted by:

Name: _____

Department: _____

College: _____

Classroom:

Building: _____

Room Number: _____ Capacity: _____

College/Department IT Contact: _____

Phone number of unit's help desk: _____

I have read, understand and accept the terms and conditions of this agreement.

Signature

Date

Please complete and return to rusty.scott@colostate.edu.

For CRB usage only: ACNS Network Operations Center endorsement: _____ Signature/Date CRB Approval: _____ Date: _____
