

<i>Policy:</i> Portable Computer Refresh and Purchase	<i>Issued:</i> 1/3/08 (Admin. Comm)	<i>Revised:</i>	<i>Page 1 of 1</i>
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All faculty, some exempt staff, and students in some programs in the School of Pharmacy and Health Professions are issued portable computers. Faculty, exempt staff, and students who receive portable computers are offered the opportunity to purchase the portable computer in their possession at the time the portable computer is refreshed.* In order to continue to offer this benefit, the School must ensure that personal computer purchases are conducted in an ethical and professional manner. To that end, the following restrictions and requirements relative to the portable computer purchase opportunity apply to all who wish to participate:

1. Faculty, exempt staff, and students who receive portable computers may purchase the portable computer in their possession only at the time the portable computer is refreshed.*
2. If faculty, exempt staff, or students opt to purchase additional computers from colleagues within the School and subsequently resell the portable computers, they may **not** do so for a profit.
3. If portable computers purchased from the School or colleagues within the School are sold for a profit the faculty, exempt staff, or student will forfeit the privilege of purchasing portable computers in the future.
4. Any portable computers gifted to faculty, staff or students within the School must not be resold.
5. All faculty, exempt staff, and students purchasing a portable computer or gifted a portable computer are required to remove all personal data and bring the portable computer to campus. The School will re-image the portable computer to remove all applications and Creighton University identifiers.
6. All faculty, exempt staff and pharmacy students will be required to sign a statement acknowledging:
 - a. they understand that data can be retrieved from the portable computer hard drive, even after the data has been deleted and the hard drive re-imaged.
 - b. at the time of purchase or gifting the portable computer becomes personal property and the School cannot support personal portable computers
7. Prior to a new portable computer being issued to students the following must be accomplished:
 - a. Numbers 5 and 6 above
 - b. Funds to purchase the portable computer must be rendered to the School directly from the student. Only checks or credit cards are accepted for payment. Checks or credit cards must be in the student's or their parent's name
 - c. If the faculty, exempt staff or students opts not to purchase the portable computer, the portable computer and all accompanying parts and software must be returned to the School

*Pharmacy students have the opportunity to purchase a total of two portable computers during their tenure as a student, regardless of the length of time required to complete the program of study.