

Policy: Portable Computer Refresh and Purchase	Issued: 1/3/08 (Admin. Comm)	Revised: 10/06/09	<i>Page 1 of 1</i>
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The restrictions and requirements contained in this document apply to all faculty, exempt staff, and students in the School of Pharmacy and Health Professions who are issued portable computers.

Faculty and exempt staff who receive portable computers are offered the opportunity to purchase the portable computer in their possession at the time the portable computer is refreshed. Upon graduation, students are gifted the portable computer assigned to them. In order to continue to offer this benefit, the School must ensure that personal computer purchases and gifting procedures are conducted in an ethical and professional manner. To that end, the following restrictions and requirements apply:

- Faculty and exempt staff who receive portable computers may purchase the portable computer in their possession only at the time the portable computer is refreshed.
- If faculty, exempt staff, or students opt to purchase computers from colleagues within the School and subsequently resell the portable computers, they may **not** do so for a profit.
- If portable computers purchased from the School or colleagues within the School are sold for a profit the faculty or exempt staff will forfeit the privilege of purchasing portable computers in the future.
- Any portable computers gifted to faculty, exempt staff or students within the School must not be resold.
- All faculty, exempt staff, and students purchasing a portable computer or being 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.
- All faculty, exempt staff and students purchasing a portable computer or being gifted a portable computer will be required to sign a statement acknowledging:
 - they understand that data can be retrieved from the portable computer hard drive, even after the data have been deleted and the hard drive re-imaged.
 - at the time of purchase or gifting, the portable computer becomes personal property and the School cannot support personal portable computers.

Approved by School Administration on 5/20/09

Approved by the Bylaws, Policies, and Procedures Review Committee on 10/6/09