

George Brown College – Academic Policies and Guidelines

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**BAB Financial Services Notebook Program Policies**

The George Brown College Bachelor of Applied Business (BAB) in Financial Services is a mandatory notebook computer program. The College will loan a wireless notebook computer to all BAB Financial Services students in semesters 3-8 of the program.

This document describes the policies specific to the notebook program, and is a supplement to policies found in the George Brown College Academic Policies, Guidelines and Codes of Conduct, Information Technology Policies, and College Prevention of Discrimination and Harassment Policy.

**1. Usage of Student Notebooks**

**1.1. Education-Related Use**

The notebook computer and network environment are essential tools to support the student's experience at George Brown College. On or off campus, students will use their notebook to:

- complete homework and in-class assignments
- conduct web-based research for papers and projects
- develop competency with industry standard software
- interact with classmates and faculty
- access course schedules, assignments, and other learning material
- receive important college news and information
- access material that will support their learning at the College.

Most of the BAB Financial Services classes will be held at the School of Financial Services Education (SJC), which is a wireless facility. BAB students can connect to the Internet for free within the SJC and any other future wireless facilities at the College.

**1.2. In-Class Use**

Notebook use will vary from class to class. In some classes, notebooks are used extensively. In other classes, particularly those that rely on in-class discussion, notebooks are used for research, communication and for completing class assignments.

During class, students are prohibited from engaging in personal activities such as e-mail, instant messaging, online chatting, game playing, and listening to music (with or without headphones) unless given express permission by their professors. Professors may request that students turn off their computers or lower the notebook lid, at their discretion.

**1.3. Use During Tests**

BAB professors may choose to administer online tests. The course outline will indicate whether a particular test is online. In the event that an online test is administered:

- the professor will indicate online tools that are permitted or prohibited during the test period
- Disability Services may arrange for students with disabilities to take extra time to complete the test, either in class or under supervision at the Assessment Centre

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- students whose notebooks are under repair at the time of the test may request a loaner notebook on a first come, first serve basis from the Information Technology Assistance Centre at the CFSE
- at the professor's discretion, the student who experiences computer problems during the test may be allowed to leave the room to request a loaner notebook, or may be allowed to re-take the test at another time

#### 1.4. Prohibited Use

The notebook may not be used for illegal or commercial purposes, nor may it be used to harass other users or disrupt local or other network services or equipment. Students should refer to the following for a list of prohibited activities:

- Prevention of Discrimination and Harassment Policy at George Brown College (<http://www.georgebrown.ca/Admin/hr/hra/page2.aspx>)
- George Brown College Information Technology Policies ([http://www.georgebrown.ca/Admin/VP Acad/policies/its\\_aup.pdf](http://www.georgebrown.ca/Admin/VP Acad/policies/its_aup.pdf))
- Academic Policies and Codes of Conduct (<http://www.georgebrown.ca/Admin/VP Acad/policies/gbacademicpolicies1.pdf>)

Students who engage in prohibited activities will be disciplined according to the Student Discipline Policy.

#### 1.5. Home and Personal Use

Students are encouraged to use their notebook at home and for personal use. Students may install software applications and data files on their notebook as long as such installation is in compliance with the software license agreement and George Brown College Information Technology policies.

The College will not support non-College software; in the event of a problem with the student's notebook, the College may re-image the hard drive without backing up non-College software or data files.

Students are advised that use of peer-to-peer services such as Kazaa, WinMX and BitTorrent etc. may contain viruses that unknowingly infect their notebook, damage data files, and infect other computers on the network.

#### 1.6. Connecting From Home

The student notebook is equipped with a 56 K fax/modem card and an Ethernet card, allowing students to connect to the Internet at home via either dial-up or high speed service. Having an Internet connection at home is the student's choice and is not mandated by the BAB program. The student is responsible for all arrangements made with an Internet Service Provider for home access.

#### 1.7. Use During Co-op or Non –Academic Terms

Students may either return the notebook to the College for safekeeping during co-op or non-academic terms, or they may retain the notebook until the start of their next academic year.

## **2. Protecting Class Work and Data**

### **2.1. File Backups**

While the College has taken great care to support the network and prevent failures, students are responsible for backing up their files on a regular basis to minimize loss of work. The notebook is equipped with a DVD/CD Read-Write drive as well as USB drives to allow students to backup files to a CD or USB key. Students may purchase CDs or USB keys at the Bookstore or from their local computer or office supplies retailer. The loss of files is not a sufficient reason to hand in an assignment late and not a sufficient reason for lack of preparation for a test.

### **2.2. Electronic Submission of Documents**

Professors will identify the way in which assignments are to be submitted: via email, upload to WebCT, or hard copy. Students who submit assignments via email or WebCT must retain a printed and disk copy in the event their work is lost or mis-sent during electronic transmission.

## **3. Disability Support**

### **3.1. Accommodation for Students with Disabilities**

Disability Services and the BAB Coordinator will work with BAB Financial Services students with disabilities to obtain any required specialty software or interfaces. Specialized equipment and software may be eligible for funding through either OSAP or the Faculty of Business and Creative Arts. The material fee itself is not eligible for OSAP.

## **4. Fee Payment**

### **4.1. Material fee**

This program has a mandatory notebook material fee that includes the use of the computer, loss and damage protection, and the cost of program-specific software. The material fee will be set annually and communicated to students via mail and on the Internet. The notebook program applies only to years 2, 3, and 4 of the BAB; hence there is no notebook material fee for year 1.

Students must pay the annual material fee by the fee deadline date set by the College. Students beginning year 2 will also pay a notebook deposit (see section 4.2). The College cannot guarantee notebook delivery for the first week of classes to students who miss the deadline for paying their tuition and material fee, or who fail to return the completed and signed agreement.

### **4.2. Notebook Deposit**

A deposit must be paid at the same time as the annual material fee, for students entering the second year of the BAB program. This additional payment is a deposit against damage or non-return of the computer. The deposit (currently \$400 but subject to change) will be held by the College until the student graduates or withdraws from the program.

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When the student returns the notebook at the end of their program or upon withdrawal, the College will issue a cheque refunding the deposit, less the cost to repair any damage or replace any missing parts.

#### 4.3. Advanced Standing

Students accepted with advanced standing must pay the full material fee for the year in which they are accepted, regardless of the number of courses being taken.

#### 4.4. Reduced Course Load

Students on a reduced course load must pay the full annual material fee for each year they are enrolled in the program.

#### 4.5. Refund of Material Fee on Program Withdrawal

Students withdrawing from the program may receive a refund of 100% of the notebook material fee if they withdraw before the final withdrawal date (i.e., the Academic Drop Date) for the first semester of the student's academic year, as published by the Registrar. There will be no refund after that date.

The notebook must be returned in the same condition that it was when issued. The Information Technology Assistance Centre will issue the student a Withdrawal Acceptance form when the notebook is returned. Refund amounts will be reduced by the cost estimated to repair damages, at the total discretion of George Brown College. All requests for withdrawal from the BAB must be made in writing. Not attending classes or canceling payment is not considered an official notice of withdrawal. The written withdrawal request must include the original signed copy of the Withdrawal Acceptance form. Tuition or material fee refunds will not be processed without proof of notebook return.

#### 4.6. Printing Fees

Student printers are located at various locations at St. James campus, including the Learning Resource Centre and the SJC Building. A per page printing cost will be charged against the student's card. Students may add money to their card using kiosks located throughout the St. James campus.

#### 4.7. Notebook Carrying Case

Students will be issued a notebook carrying case or knapsack with their notebook computer. The case/knapsack reduces damage with compartments that hold the notebook securely and separate it from books that can put damaging pressure on the notebook screen.

The case/knapsack is the student's to keep at the end of the program, but it is the student's responsibility to replace it in the event it is damaged. Students may choose to purchase an alternate carrying case or knapsack of their choice using their own funds.

#### 4.8. Security Cable

Students will be issued a notebook security cable and lock with their notebook computer. This cable is used to secure the notebook in public spaces as a theft deterrent. The

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security cable is the student's to keep at the end of the program, but it is the student's responsibility to replace it in the event it is lost.

## **5. Computer Skills**

Students are required to attend a notebook orientation session during the first week of the second year of the program. Students will not be issued an access ID until they attend a notebook orientation session.

## **6. Theft**

### **6.1. Precautions Against Theft**

It only takes seconds to steal a notebook. At all times, students must ensure their computer is on their person, within line-of-sight, or securely locked. Notebooks should never be left unattended and unsecured in a public space (including libraries and classrooms), either on campus or off-campus. The College does not recommend storing notebook computers in school lockers or cars.

### **6.2. Theft and Fire Insurance**

The College has set up a limited fund to replace student notebooks that have been stolen, lost or damaged by fire. The cost for this fund is included in the notebook material fee. A \$500 deductible will apply to theft or loss, which the student or their insurance company is responsible for paying to the College before a replacement notebook will be issued.

#### **6.2.1. Home Insurance for Deductible Coverage**

Students are strongly encouraged to check with their home insurance provider to see if this deductible is covered, and if not, to secure a policy rider to cover the deductible. Because the student is responsible for paying only the deductible and not the full replacement cost of the notebook, such a rider will be fairly inexpensive. Financial assistance is available in the event the student does not have insurance coverage and would suffer financial hardship in paying the deductible.

#### **6.2.2. Process to follow in the event of theft**

If the theft occurs within a George Brown College building, the student must immediately contact Campus Security. Campus Security will contact the police. The student will be asked to sign both the police report and the Campus Security report. If the theft occurs outside George Brown College, the student should file a police report and contact their insurance company.

To obtain a replacement notebook, the student must meet with the BAB Coordinator and provide a copy of the police report. If it is determined the theft resulted from a failure to properly monitor or secure the notebook, the student may potentially be charged the full replacement value of the notebook. Otherwise, the student will be charged a \$500 deductible.

The College will order a replacement notebook once the student submits payment. It may take up to three weeks for the College to order and receive a new notebook for the

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student. During that time, the student can obtain a loaner notebook, pending availability, from the Information Technology Assistance Centre. In the exceptional circumstance where there no loaner notebooks are available, the professor will work with the student to ensure the student is not unduly penalized.

#### 6.3. Unattended Notebooks

Leaving a laptop unattended and unsecured for any length of time is an act of negligence that can lead to serious consequences resulting from the loss of academic work and the prospect of increased financial burden.

Professor, students and staff are encouraged to help preserve College assets and keep material fee costs down by turning over unattended George Brown College notebooks to the Information Technology Assistance Centre.

### 7. Damage and Repairs

Notebooks requiring repair should be brought to the Information Technology Assistance Centre located in the SJC Building. A loaner notebook may be issued to the student. Students must exercise caution when handling the notebook computer. Most damage is covered under warranty. However, if the damage is not covered under warranty, or if it was caused by use of non-compatible peripherals, or if it appears malicious, the student may be charged the cost of repairs, up to a maximum of the fair market value of the notebook.

Batteries are covered under warranty for one year only. If the notebook battery fails after the battery warranty period expires, it is the student's responsibility to obtain a replacement battery from Dell or from the College Bookstore.

### 8. Return of Notebook Computer to College

#### 8.1. Return Date

Students must return the notebooks issued to them to the College by the end of business on the Grade Cutoff Date of their last semester, or upon their withdrawal from the BAB program, or upon request by the College. Students who fail to pay the material fee by the due date in years 3 and 4 of the program will also be required to return the notebook to the College.

#### 8.2. Physical Condition

The notebook must be returned in good working order, free of stickers and with no physical damage. The student will be charged for any repairs that are not covered under Dell's warranty.

Students must return the following parts with their machine. The cost of any missing parts will be deducted from the deposit refund.

- Battery
- Memory
- Hard drive
- DVC/CD-RW drive
- AC adapter and power cord
- Wireless Card

The student is responsible for backing up personal files and data onto storage media before returning the notebook. The College is not responsible for any loss to data.

### **8.3. Late Returns**

If the student fails to return the notebook by the due date, the following will occur:

- the notebook deposit is forfeited
- the fair market value of the notebook, less the remaining notebook deposit, is added to the student's account
- the student will be sent a letter from Accounts Payable requesting payment
- if payment is not received and the student does not respond to the subsequent reminder letter, the account will be referred to an agency for collection

Students are reminded that grade reports and official transcripts will not be issued while their account is outstanding.

## **9. Buyouts**

### **9.1. Notebook Buyout**

As the College is leasing the notebooks from Dell, we must remove all software and return the notebooks to Dell at the end of the three year lease. However, you can request to buy one of these notebooks from Dell for its residual value. The residual value of the notebook is determined by Dell upon request. The College recommends that students purchasing a used notebook also purchase an extended warranty. Used notebooks purchased from Dell will not be supported through the College's Information Technology Assistance Centre.

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