MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:	02-0025				
Name of Policy:	Information Technology Hotspot Loaner Policy				
Date of Last Revision:		Initial Date of Approval:	May 2025	Initial Effective Date:	May 2025
Policy Owner	Chief Security Officer				
Policy/Chapter Sections					
Date of Next Review:	May 2028				

1.0 PURPOSE

The purpose of the policy is to provide guidance to university employees regarding the Hotspot Loaner Program in the Information Technology Department. This policy is necessary to maintain an effective and compliant loaner program for hotspots issues by the Information Technology Department.

2.0 SCOPE

This policy applies to all University administration, faculty, and staff. All such parties are expected to abide by the procedural guidelines outlined herein.

3.0 POLICY

- The Missouri Southern State University's Acceptable use of Computer and Technology Resources Policy must be reviewed, and an agreement form signed.
- Hotspots are available at the IT Helpdesk on a first-come, first-served basis for work-related purposes for employees.
- The loan period is for a maximum of 14 days. This will allow other employees to take advantage of the loaner service. An exception may be granted under academic necessity or verified emergencies with documented approval from MSSU IT Administration.
- Unreturned Hotspots will lead to the recipient's department being charged for the device and the monthly service fee for the device. The MSSU IT Department reserves the right to refuse service to employees who abuses equipment or who are repeatedly late in returning materials.
- Hotspots are to be returned and checked in at the IT Helpdesk in Plaster Hall room 205.
- Hotspots must be kept in a temperature-controlled environment (not left in vehicles or in extreme temperature environments).
- MSSU is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device.
- Hotspots are intended exclusively for business-related use. MSSU is not responsible for information accessed using the device or for personal information that is shared over the internet.
- The borrower assumes full responsibility for the cost of repair or replacement in the event the hotspot is lost, stolen or damaged. The IT staff will assess the technological issues and charge the borrower accordingly. Lost or missing hotspots and/or components will result in charges as listed in the pricing schedule maintained by the Information Technology Help Desk.

- Individuals found to be in violation of the Hotspot Loaner Policy will be subject to disciplinary measures by the university.

4.0 HISTORY

No know history of policy found in Policy Library. This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS

[Acceptable Use of Computer and Technology Resources Policy](#)