

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 94)

11 November 2024

**Qualification, Distribution and Accountability of
Institute owned Laptops Issued to Cadets**

I. Purpose:

This policy establishes standard procedures and guidelines for the distribution of Institute owned laptop computers to qualifying cadets as outlined within. This policy does not apply to any cadet who has ownership of a personal laptop or has not met the included financial qualification criteria.

The intent of this policy is to ensure that all cadets throughout their cadetship have access to the tools supportive of academic success and cadet life experiences which advance opportunities to *Compete to Win* at VMI.

II. Definitions:

Laptop computer: A Windows based portable computer meeting specifications necessary to run standard Windows based applications, Microsoft Office Products, and applications as determined by Institute academic departments. The hardware standard will meet the typical Windows based hardware specifications at the time of purchase as determined by VMI's Information Technology Department.

Financial Qualifications: Eligible cadets meet the following criteria.

- Completed the FAFSA Application
- Be awarded a Federal Pell Grant (*the year of laptop program application*)
- Or be identified as an eligible cadet as determined by the VMI Financial Aid Office
- May not have an over-payment from any federal grant or be in default on any federal student loan

III. Procedure:

1. The VMI Financial Aid Office will compile a list of incoming cadets deemed financially qualified to receive a VMI owned laptop in accordance with the above definition and provide the list to the VMI Information Technology Department annually by mid-May. Names of cadets who are eligible after mid-May will be sent ad hoc to the VMI Information Technology Department.

2. Qualified cadets will be emailed, by the VMI Information Technology Department, a notice of laptop eligibility with instructions to complete an online agreement form accepting responsibility for a VMI issued laptop.
3. Depending upon online agreement form completion outcome, the VMI Information Technology Department will utilize existing inventory and/or order the appropriate number of new laptop computers, assigning each to committed incoming cadets upon matriculation (cadets will be notified by the VMI Information Technology Department to obtain their laptop at the appropriate time).
4. The VMI Information Technology Department will maintain an up-to-date inventory of laptop serial numbers and to whom each computer is assigned in accordance with Institute and Commonwealth of Virginia equipment accountability and physical inventory standards.
5. VMI issued laptops will be loaned to a qualifying cadet for the duration of their cadetship.
6. Upon separation from the Institute, cadets will return the VMI issued laptop and all included accessories (power cords, cables, etc.) to the VMI Information Technology Department. If the laptop and accessories are not returned in the appropriate condition, the cadet will be responsible for the cost of replacement. All existing Institute and Commonwealth of Virginia statement of student account outstanding balance stipulations will apply.
7. Cadets readmitted to the Institute may again receive a laptop should they meet the qualifying financial criteria at the time.
8. Returned laptops that are deemed fully functional and capable of meeting the current necessary specifications may be reassigned to another qualifying cadet.
9. If a cadet loses or damages (beyond a reasonable repair) the assigned laptop during their cadetship, they will be liable for the full cost of replacement. Once reimbursement to the Institute has been confirmed, the cadet may be issued another laptop. Again, all existing Institute and Commonwealth of Virginia statement of student account outstanding balance stipulations will apply.
10. If an Institute issued laptop is considered stolen, the assigned and responsible cadet is to immediately contact the VMI Information Technology Department Help Desk (540-464-7643) and the VMI Police Department (540-464-7017 or 540-463-9177). The VMI Police will investigate the potential theft or determine the appropriate jurisdiction for investigation.
11. Cadets with Institute issued laptop computers will receive full software, hardware, and operating support from the VMI Information Technology Department, and are subject to all applicable appropriate use policies and procedures.

FOR THE SUPERINTENDENT:

Gary A. Bissell
Colonel, USAR (Ret.)
Interim Chief of Staff

Virginia Military Institute
Cadet Laptop Loan Agreement Form

I acknowledge and agree to the following statements

- I confirm at the time of issuance I am eligible to receive a VMI owned laptop per the Financial Qualifications as defined in the “Distribution of Institute Owned Laptops to Qualifying Cadets” General Order.
- I understand I am being provided a VMI owned laptop for the extent of my cadetship.
- I have read and agree to GO50, “[Acceptable Use of VMI Information Systems Policy](#)”
- I understand I am personally responsible for the laptop and its condition, and I will appropriately care and maintain it and, to the best of my ability, safeguarding it from damage and theft.
- If I lose or damage the device beyond reasonable repair, I understand I am responsible for the cost of replacement and all stipulations of outstanding payment in accordance with Institute Cadet Accounting policy.
- I understand I am to return the laptop and all accessories (power cords, cables, etc.) to the VMI Information Technology Barracks Help Desk upon my separation from the Institute (including departure under the ten-hour rule). If not returned, I will be held responsible for the cost of replacement and all stipulations of outstanding payment in accordance with Institute Cadet Accounting policy.

By clicking “submit” you are electronically signing this form, treated by VMI as an original handwritten signature and captured as part of the official history of the submission.

Information Technology Use Only

Qualification verified: (check box)

Date: (type in or select date if possible)

Model: (type in field)

Serial number or Service Tag: (type in field)