



POLICY AND PROCEDURES FOR USE OF SDSU SMART CLASSROOMS

Availability of SDSU Smart Classrooms

The primary purpose of SDSU Smart Classrooms is to support instruction in regularly scheduled SDSU courses. To protect the significant investment in hardware and software, this policy provides conditions under which Smart Classrooms may be requested for purposes other than direct support for classroom instruction. Anyone may request to use an SDSU Smart Classroom facility, including SDSU campus community members and non-campus users. SDSU Smart Classroom facilities are available for use at any time including evenings, weekends, and holidays, *except* during final exam weeks and during commencement weekend. Campus community members include SDSU faculty, staff, administrators, and officially recognized SDSU auxiliaries (Aztec Shops, Associated Students, SDSU Research Foundation, or the Campanile Foundation). Non-campus users include persons not directly affiliated with SDSU.

With the exception of regularly scheduled courses (active in SDSU Student Class Schedule), any use of Smart Classrooms requires reservation and approval. Reservation requests may be made by completing the *Request for Use of SDSU Smart Classroom* form (<http://arweb.sdsu.edu/es/classroom/>). Usage is subject to space availability and will be allowed only if use of the facility does not adversely impact instructional activities taking place in nearby rooms. Final approval for the use of ITS Smart Classrooms is at the discretion of Enrollment Services and Instructional Technology Services.

Before requesting the use of a Smart Classroom, it is advised that persons visit the room to see if it is appropriate for their needs. A list of Smart Classrooms and a description of the instructional equipment can be found at: <http://its.sdsu.edu/learning-spaces/>

Use of Smart Classroom Facilities

There are no provisions for connecting user-provided equipment into the room's audio or visual systems without being charged for the cost of using the entire system. Smart Classroom users may contract to use the instructional equipment in the Smart Classrooms (recommended) for an additional fee, or they may bring in their own equipment. If a group elects to bring in their own equipment, and at the last minute finds it inadequate, ITS may be unable to assist them in correcting the situation.

No food, beverage, or smoking is allowed in Smart Classrooms. Violation of this policy may result in immediate ejection from the facility. The SDSU person identified as responsible for the event is expected to enforce the policy.

Use of Smart Classroom Instructional Equipment

The instructional equipment in SDSU Smart Classrooms may be used by trained SDSU faculty, staff, administrators, or members of recognized auxiliaries. New users, as well as those who have not used

an SDSU Smart Classroom within the previous six months, require training on the use of the room's equipment before access will be allowed.

Training must be provided by ITS staff or selected technicians assigned to colleges or departments (<http://its.sdsu.edu/spaces/keyIssue/>). *Due to limited availability of staff for this purpose, users must schedule training at least ten days in advance of the event.* To obtain training, contact the Coordinator of Instructional Resources & Technology Systems, at 594-6432 or via email at smartclassroom@mail.sdsu.edu will verify that the training requirement has been met prior to approval of the request. If it is determined that the person being trained is not technically competent to correctly operate the equipment, use of the room will be denied until a suitable replacement assumes responsibility and is trained.

NOTE: Access to the installed instructional equipment requires a key. Keys will be loaned only to current SDSU faculty, Graduate Assistants, Teaching Assistants, staff or administrators; keys will not be given to student employees or auxiliary groups. **The recipient of the key may not lend the key to anyone without prior approval of ITS.** Students must have a recognized faculty advisor/sponsor or course instructor present to use the instructional equipment in a Smart Classroom.

- The key recipient's department is responsible for the cost to repair damage to any of the room's equipment.
- The computers installed in Smart Classrooms have limited software loaded on them. Users who have been approved or contracted to use the instructional equipment in the room are unable to load any software onto the computer(s) installed in the facility. Instead, they may bring their own laptop computer in order to use software not found on the installed computers.
- If persons are found using the instructional equipment in a Smart Classroom without having an approved *Request for Use of SDSU Smart Classroom* form on record, they will be asked to leave immediately.
- The person identified as responsible for the event must ensure that all equipment is turned off and locked up whenever the room is not occupied.

Fees for Facilities, Equipment, and Tech Support

There may be one or more fees charged for use of an SDSU Smart Classroom. Fees may include a charge for the use of the facility (i.e., Facilities Fee), a fee for use of the instructional equipment installed in the Smart Classroom (i.e., Equipment Fee), and a fee for technical support (i.e., Tech Support Fee). The fees are considered separately and detailed herein.

Facilities Fee

SDSU may charge a fee for the use of the facility, and/or for custodial and maintenance services. These fees are established and collected by Business Services.

<http://bfa.sdsu.edu/busserv/FacilitiesRentals.html>

Equipment Fee

There is an Equipment Fee of \$225 per day for the use of the equipment by non-state funded campus entities and by off-campus groups. The Equipment Fee is established by ITS in conjunction with Budget and Planning and input from campus departments. Equipment fees are based on the equipment's total cost of ownership including cost of the equipment, depreciation, as well as costs for installation, maintenance and support and are reviewed periodically. Any equipment fee revenue shall

be used to repair and maintain or enhance instructional equipment in classrooms.

- Faculty, staff or university administrators may use the equipment in Smart Classrooms without charge for supporting regularly scheduled SDSU courses. However, events (e.g., conferences, performances, film festivals, career fairs, events that are open to the public, etc.) that do not directly support an active SDSU course or an official SDSU college or department-sponsored meeting are not subsidized.

Tech Support Fee

In addition to the Equipment Fee, non-campus users must also arrange to hire technical staff from ITS to operate the equipment and pay an additional Tech Support Fee. **Availability of ITS technical staff may be limited; it is in your best interest to make arrangements as far in advance of the event as possible.**

Payment of Fees

Non-campus users will pay all applicable fees to SDSU Business Services.

Campus auxiliaries will be invoiced by SDSU Accounting Services. Users from the SDSU Research Foundation are required to provide ITS with a purchase order prior to the date of the event. Other auxiliary users may include the account number from which payment will be made on the *ITS Smart Classroom Service Order* form. Please contact the ITS Learning Spaces office, 594-HELP (594-4357) (or smartclassroom@mail.sdsu.edu) regarding payment arrangements.

Determining Smart Classroom Equipment and Technical Support Fees

If YES...	Then...
Step 1. Consider the nature of the event:	
Is event sponsored only by an off-campus entity? <i>OR</i> Is event co-sponsored between a campus group and an off-campus group? <i>OR</i> Does money raised by the event go to a Foundation or other non-General Fund account for purposes beyond reimbursement of direct expenses?	Equipment Fee + Tech Support Fee
Step 2: Consider your university role:	<i>Fee depends on your role; see below.</i>
a. Auxiliary group (i.e., Aztec Shops, SDSU Research Foundation, Campanile Foundation)	Equipment Fee
b. Associated Students, Student Organizations	No equipment fee
c. Faculty, Staff, Administrators	<i>Fee depends on the purpose of the event; see below.</i>
1. To support an active course	No equipment fee
2. For official meetings for campus committee, college, or department	No equipment fee
3. For any other purpose	Equipment Fee

Procedure for Requesting to Use an SDSU Smart Classroom

1. Submit a *Request for Use of SDSU Smart Classroom* form (<http://arweb.sdsu.edu/es/classroom/>) for approval by Enrollment Services and ITS (This form includes requests for use of instructional equipment).
 - STUDENTS/STUDENT ORGANIZATIONS: Follow the procedures for classroom reservation requests as found on the Student Activities and Campus Life website: http://sll.sdsu.edu/student_affairs/sll/reserve-space.aspx
 - Students must have a recognized faculty advisor/sponsor or course instructor present to use the instructional equipment in a Smart Classroom.
 - ALL OTHERS: Complete the *Request for Use of SDSU Smart Classroom* form.
 - The form will be submitted to Enrollment Services (<http://arweb.sdsu.edu/es/classroom/>) for confirmation of room availability
 - Once room availability is confirmed by Enrollment Services, the *Request for Use of SDSU Smart Classroom* form will be routed to ITS for review/confirmation of equipment usage, technical support, training, and applicable fees.
 - For those needing to contract for technical support, the ITS Special Event Coordinator will contact you to discuss your support needs.
 - ITS will route the *Request for Use of SDSU Smart Classroom* form back to Enrollment Services with confirmation of availability and fees.
 - Enrollment Services will contact requestor with *Approval Letter for Use of SDSU Smart Classroom* including applicable fees.
2. Receive *Approval Letter for Use of SDSU Smart Classroom* from Enrollment Services.
3. If no fees are required, go directly to step 4. If any fees are required, as detailed in the Approval Letter, do the following:
 - a. Non-campus users must contact SDSU Business Services to make contractual arrangements and pay fees at least ten working days in advance of the date of the event.
 - i. Call 619-594-8339 or visit <http://bfa.sdsu.edu/busserv/FacilitiesRentals.html>
 - ii. Provide Business Services with the *Approval Letter for Use of SDSU Smart Classroom* and *ITS Smart Classroom Service Order*.
 - iii. Business Services will collect all fees and remit funds due ITS to the University Cashiers, then notify ITS at 594-5910 and via email at smartclassroom@mail.sdsu.edu and Enrollment Services that the contract has been executed and fees paid.
 - b. SDSU auxiliaries will be invoiced by SDSU Accounting Services. For auxiliaries other than the SDSU Research Foundation, please include the account number to which the fees should be charged on the *ITS Smart Classroom Service Order*. SDSU Research Foundation users must provide a purchase order (not a purchase requisition) to ITS prior to the date of the event. Please contact ITS at 594-5910 (or smart@mail.sdsu.edu) if you have questions about arrangements for payment of fees.
4. Acquire keys/access to facilities and equipment:
 - a. NON-CAMPUS USERS. For accessing the instructional equipment, the ITS technician assigned to your event will provide access to equipment.
 - b. CAMPUS USERS. If needed, check out keys from ITS Check-Out (AH 1129, Monday-Friday, 7:30-4:00). Keys will only be checked-out to the person listed on the *Request for Use of SDSU Smart Classroom* as the approved/responsible

individual, or to another individual with written approval from the approved person.

5. After using the room, all users are required to ensure that the equipment is turned off and locked.
6. It is also the responsibility of all users to report on any problems in room to the ITS Special Events Coordinator Instructional Resources & Technology Systems (594-2358 or smartclassroom@mail.sdsu.edu).