

Department of Speech, Language, and Hearing Sciences
Norma S. and Ray R. Rees Speech, Language, Hearing Clinic
California State University East Bay

Policy Statement

EQUIPMENT USE

Graduate clinicians (henceforth identified as “User”) agree to take full and sole responsibility for the security and safety of any department-owned supplies, equipment and associated peripherals while checked out, and will be held fully liable if stolen, lost, destroyed or not returned.

- Examples include but are not limited to audiometric equipment, AAC/ assistive devices, iPADs, laptops, notebooks, and assessments

User agrees not to use any equipment to commit electronic crimes.

The department will not be held responsible for any illegal software or media downloaded to any equipment, and will fully cooperate with University Police if they initiate an investigation.

User has read and agrees to follow [Cal State East Bay’s Acceptable Computing Use Policy](#)

If any item is stolen, lost, destroyed or not returned during the checkout period, the user agrees:

- to notify the department within 24 hours
 - call 510/885-3241
 - send an email to department personnel, including
 - your direct clinical supervisor
 - the Clinic Director
 - “cc” to the clinic Administrative Support Assistant
 - “cc” to the department at slhs@csueastbay.edu
- to submit a police report with University Police (assessments exempted) within 24 hours if suspected/known stolen
 - call 510/885-3791
- to notify the Property Department at property@csueastbay.edu
 - include a copy of the police report if one is submitted
- to otherwise assist with recovery of the item, which may include
 - cooperation with University Police and/or other campus personnel
 - cost of replacement