

## Student Laptop Checkout Policy & Patron Statement of Responsibility

CSC libraries offer Laptops for checkout with a valid student ID card at both libraries. Please read and initial each section of this document.

		Initial
1	I am currently enrolled as a student at Connors State College.	
2	I understand that the laptop is my responsibility while it is checked out to me. I will take all reasonable precautions to protect it. If others use it while checked out to me and damage or loss occurs, I understand that I am liable for any loss, damage or criminal acts that may occur.	
3	I understand that I must use the laptop as an educational tool and that while using it, I agree to abide by all local, state, and federal laws as well as all institutional policies.	
4	I understand that I may not install inappropriate or malicious software on this computer nor circumvent any existing software designed to protect this computer, its data, or the CSC network.	
5	I understand I am responsible for repair or replacement of the equipment and its accessories due to loss, damage, or theft, as detailed on the accompanying estimated repair and replacement cost sheet.	
6	I understand it is my responsibility to make arrangements with Connors State College to pay any and all charges incurred as a result of improper use, loss or theft of the laptop. Failure to do so may result in an inability to register for classes or receive a diploma or transcripts.	
7	I understand that if the laptop is stolen I must notify library personnel immediately and file a theft report with the Connors State College Campus Police	
8	I understand that I am responsible for any fines incurred.	
9	I understand that Connors State College is NOT responsible for the loss of data or damage to any that may occur while I am using the laptop.	

### Loan Period

1	I understand the laptops check out for 3 weeks with 1 renewal and can leave the building and campus. I will return the laptop to the library after the 2 <sup>nd</sup> renewal completes.	
2	I understand I will incur late charges of \$5/day up to \$25 if I do not return the laptop before it is due.	

### Use guidelines

1	I agree to adhere to the terms and conditions outlined in licensing agreements including but not limited to licensing grant restrictions, copyright restrictions and transfer restrictions.	
2	I agree to adhere to use policies for uniform access computing as outlined by Connors State College and other Student Technology Handbook restrictions or requirements.	
3	I understand that anything I save on the laptop will be erased. I understand I must save data to an external device, such as a flash drive.	

### Laptop Replacement Costs

- Replacement due to loss or damage: \$642.00 (or current market price)
- Repair: Minimum \$100 or actual repair cost
- Replacement of bag: \$21.00
- Replacement of charger: \$60.00

I have read this document & fully understand its terms and my obligations. I understand that this document is contractual in nature and my signature below indicates my agreement with the statements above.

<b>Name:</b>	
<b>Date:</b>	
<b>CSC ID #:</b>	
<b>Local Address:</b>	
<b>City/State/Zip</b>	
<b>CSC Email:</b>	
<b>Alternate email:</b>	
<b>Phone Number:</b>	
<b>Signature:</b>	