

# Student Laptop & Hotspot Checkout Policy

## Patron Statement of Responsibility

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

<b>User Responsibilities</b>		<b>Initial</b>
1	I am currently an enrolled student, faculty, or staff at Connors State College.	_____
2	I understand that the laptop or hotspot 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 or hotspot as an educational tool, and 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 or use the hotspot to install inappropriate or malicious software on the laptop nor circumvent any existing software designed to protect this equipment, its data, or the CSC network.	_____
5	I understand I am responsible for the cost of repairing or replacing 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 arrange with Connors State College to pay any and all charges incurred as a result of improper use, loss, or theft of the laptop or hotspot. 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 or hotspot 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 that may occur while I am using the equipment.	_____
<b>Loan Period</b>		
1	<b>Laptops:</b> I understand the laptops check out for 3 weeks with 1 renewal. <b>Hotspots:</b> I understand the hotspots check out for 3 weeks with 1 renewal if no students are waiting to check out that hotspot. I will return all equipment at the end of the appropriate checkout period or arrange to renew the checkout.	_____
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

**Hotspot Replacement Costs**

- Replacement due to loss or damage: \$150.00
- Repair: Minimum \$100 or actual repair cost
- Replacement of charger: \$60.00

I have read this document & fully understand its terms and my obligations. I understand that this document is contractual, 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>	_____