Loaner Equipment Checkout Agreement

Student Name: ________________________________________________________ A#: ___________________ (Print) Last Name, First Name

Calhoun Community College (CCC) is pleased to offer laptop computers other miscellaneous equipment for use by CCC students for their academic studies. Students will be asked to read and acknowledge by signing this agreement each time a laptop or other equipment is checked out. The student borrower is responsible for the proper use and safe return of the laptop computer and all peripheral devices as well as any other equipment borrowed.

**Loan duration for all equipment is limited to a maximum of 30 days or the end of the semester, whichever comes first.** Equipment availability is on a first come, first served basis. Reservations are not accepted. Loan extensions may be granted to students in good standing and will be based on device availability. Upon return of the loaner equipment, interested students may inquire about extension availability.

**Eligible Borrowers:**
- No delinquent service indicators or holds on student account
- No previous violations of Loaner Device program
- Valid CCC Student ID
- Read and agrees with the Loaner Equipment Terms and Conditions (Borrower Initials Here ____________)

(All of these conditions must be met)

- Currently enrolled credit student with 3 or more credit hours
- Written approval from Adult Education or Workforce Administrators (not including Verizon Hotspots)

(One of these conditions must be met)

**Borrower’s Responsibilities:**

- The borrower is responsible for the safe return of the equipment and its associated peripherals to the Student Technology Support Center location from which the equipment was borrowed. If the borrower does not return the equipment, charges will be assessed, a loss of borrowing privileges incurred, and a hold placed on their CCC student account. Details of the charges can found in the Loaner Equipment Terms and Conditions in the Student Technology Support Center.
- **Do not leave equipment unattended at any time.** Laptops or other equipment found unattended will be returned to the respective support center and the incident will be noted in the student’s borrowing records.
- The borrower is **not** responsible for normal wear and tear or hardware failures. The borrower is responsible for the full replacement cost of the equipment, if it is damaged, lost, or stolen, or if any peripheral devices are damaged or made inoperable in any way while it is checked out by the student.
- All user files are removed from the laptop’s hard disk after each reboot. **Any data that is saved to the hard drive will be lost. CCC is not responsible for deleted files. Student users are instructed to save their files often to removable media or cloud storage** (e.g., a USB flash drive or O365 OneDrive storage).
- Although every attempt will be made to provide student users with fully charged laptops at checkout, CCC does not guarantee that laptops will have full battery power at checkout. An AC adapter will be provided to student borrowers at checkout. All peripherals must be returned at the end of the borrowing period.
- Borrowers must adhere to the **CALHOUN COMMUNITY COLLEGE COMPUTER/TECHNOLOGY ACCEPTABLE USE POLICY** and all other applicable CCC IT policies, State or Federal Laws, and contractual agreements. **All equipment is to be used for academic purposes only.**

Student Signature: ____________________________________________ Date: ______________

Phone: _____________________________        Returned in Satisfactory Condition: Yes         No

Equipment List: ________________________________

Return Date: ____________________________

Notes: ________________________________________

Office Use Only
Loaner Equipment Terms and Conditions

Laptops:

- Borrowers may only check out one laptop at a time.
- Laptops are circulated on a first-come, first-served basis.
- Borrowers cannot reserve a laptop check-out ahead of time.
- Under no circumstances should a borrower leave a laptop unattended while in their custody.
- Documents cannot be saved to the laptops; data files should be saved to removable media or cloud storage (e.g., a USB flash drive or O365 OneDrive storage). Any personal documents that may have been saved to the laptop will be permanently erased after the laptop restarts.
- Users may not alter, change, or modify any configuration settings of any software pre-installed on the laptops. Users are however permitted to perform administrative installations of additional scholastic software onto the laptop as necessary for academic purposes. The borrower is responsible for any software downloads that maliciously damages the existing configuration of the system. Also be mindful that the additionally installed software will be erased after the laptop restarts.
- Borrowers are to report any computer malfunctions/damage to the clerks when the laptop is returned.
- Borrowers must wait until an attendant completely checks the laptop back-in before they can leave the desk. During check-in, the laptop will be rebooted and checked for functionality and damages.
- A student's privilege to check out a laptop may be removed if the student fails to return the laptop when due.

Verizon Mifi Hotspots:

- Borrowers must be currently enrolled as a credit student.
- Borrowers may only check out one hotspot at a time.
- Hotspots are circulated on a first-come, first-served basis.
- Borrowers cannot reserve a Mifi check-out ahead of time.
- Under no circumstances should a borrower leave a hotspot unattended or allow others to connect to it while in their custody.
- These devices are to be used for academic purposes only.
- Calhoun Information Technology department reserves the right to monitor bandwidth utilization and to limit/remove access if deemed appropriate.
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- The hotspot is viewed as an extension of the college’s network. Please refer primarily to the CALHOUN COMMUNITY COLLEGE COMPUTER/TECHNOLOGY ACCEPTABLE USE POLICY and the COMPUTER AND NETWORK POLICY. However, be mindful that all CCC IT policies are applicable. Many of these policies are available on the CCC IT website at https://calhoun.edu/information-technologies
- A student's privilege to check out a hotspot may be removed if the student fails to return the equipment when due or misuses the bandwidth.

All other Equipment:

- All other equipment, including webcams, calculators, thumb drives, etc. are to be returned safely to the Student Technology Support Center location from which the equipment was borrowed at the appropriate due date.

Lost and Damaged Equipment:

A charge may be accessed to the student’s account if equipment is not returned or returned in a damaged state. If a borrower fails to pay, they will forfeit any future rights for loaner equipment and a hold will be placed on their CCC student account. This hold can affect future registrations, transcript requests, etc. Charges for Lost and Damaged equipment are as follows:

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fee</th>
<th>Failure to return within the agreed upon time period:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lost or stolen laptop</td>
<td>up to $1,200</td>
<td>Users who return equipment 30-45 days after the assigned return date will forfeit the privilege for future loaner equipment for a minimum of 2 weeks.</td>
</tr>
<tr>
<td>Lost or stolen Verizon Mifi Hostspot</td>
<td>up to $200</td>
<td>Users who return equipment 45 days or more after the assigned return date will forfeit the privilege for future loaner equipment for the remainder of the semester.</td>
</tr>
<tr>
<td>Missing charger(laptop or mifi)</td>
<td>$50</td>
<td>Users who return equipment 45 days or more after the assigned return date will forfeit the privilege for future loaner equipment for the remainder of the semester.</td>
</tr>
<tr>
<td>Damaged Keyboard</td>
<td>$100</td>
<td>- If the equipment is returned 45 days or more after the assigned return date and it is within 2 weeks of the end of the semester, the user forfeits the privilege for future loaner equipment for the next semester.</td>
</tr>
<tr>
<td>Cracked Screen</td>
<td>$600</td>
<td></td>
</tr>
<tr>
<td>Scratch and dents</td>
<td>up to $200</td>
<td></td>
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<tr>
<td>Missing carrying case</td>
<td>$50</td>
<td></td>
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<tr>
<td>Missing battery</td>
<td>$200</td>
<td></td>
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<tr>
<td>Lost or stolen calculator</td>
<td>$60</td>
<td></td>
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<tr>
<td>Lost or stolen webcam</td>
<td>$60</td>
<td></td>
</tr>
<tr>
<td>Lost or stolen Thumb drive</td>
<td>$10</td>
<td></td>
</tr>
</tbody>
</table>

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