



The use of this equipment is a privilege that will be revoked if policies set forth in this agreement are not followed. By signing the agreement, you are acknowledging your responsibility for the proper use and care of the equipment.

1. There is a loan limit of a maximum of one semester for a laptop.
2. The equipment is NOT to be used for any commercial purposes.
3. The user will not access adult websites (pornography) on the laptop.
4. The participant will be responsible for replacing the equipment if it is lost, stolen or damaged due to misuse or abuse.
5. the installation of software other than what is on the laptop is prohibited unless individually authorized in writing by Information Technology Staff.
6. Copying of any Garden City Community College software is prohibited.
7. Any evidence of "hacking" or other illegal activities while using the laptop may result in student code of conduct action and/or legal action with a possible sanction of dismissal at Garden City Community College.
8. Do not download files to hard drive that will damage the laptop i.e mal-ware and viruses.
9. If you do not return the laptop at the end of the agreement a hold will be placed on your student account.
10. Garden City Community College reserves the right to review any material stored in the files and to remove any material that remains on the laptop at the end of a participant's use of a laptop.
11. No food or drinks are allowed around the laptop site.
12. The use of a surge protector under severe weather is recommended to prevent power surges from damaging the hardware.
13. You must place the laptop on a study table or other suitable surface when in use.
14. You must have the laptop in an area that will not be exposed to water from splashing (like in the kitchen) and in a relatively warm part of the house.
15. You must call the Laptop Loan Program at (620).640.1948 if you are experiencing any problems with your laptop so it can be repaired. DO NOT ATTEMPT TO FIX IT YOURSELF.
16. Charge on bill if not returned by: _____

Name (print)

Student ID

Signature

Asset Tag/Serial Number

Phone Number

Laptop Loan Staff

Date