

Initials _____

Date _____

Academic Achievement Programs (AAP) Computer Laptop Lending Program Borrower Responsibilities and Guidelines

Purpose

The purpose of the AAP Computer Laptop Lending Program is to provide a mobile computer resource to those AAP students who may not own a PC and/or laptop computer and are in need of computer resources for University related projects.

The laptops provided through this program are configured to the University's wireless network and include the following software: Windows Vista Home Basic version, Windows XP Professional Version with SP2, Office 2007 Professional/Office 2003 Professional, McAfee Antivirus, and MSN Live Messenger.

Laptop computers for all eligible SSS/McNair students must be checked out from the IT staff in 2112 Marie Mount. Hours during which laptop computers can be checked out are limited to the following:

Monday 10 a.m.-2 p.m.

Thursday 10 a.m.-2 p.m.

Borrower Responsibilities and Guidelines

1. Each Borrower must complete an AAP Checkout and Liability form in which s/he acknowledges responsibility for the laptop computer and peripherals checked out under his/her name.
2. The AAP laptop lending program is only open to borrowers who do not own their own laptops.
3. The AAP laptop lending program operates on a first come, first served basis.
4. The Borrower is financially responsible for:
 - a. Full replacement cost of the laptop computer and all peripherals checked out under his/her name if lost or stolen during the checkout period.
 - b. Full repair costs if the computer or any peripherals are damaged in any way, including spills from food or drink.
 - c. **Damage or loss charges will be applied directly to the Borrower's University account.**
5. Laptop Checkout options are as follows:
 - a. 3 day checkout
 - b. 1 week checkout

If there is no student waiting list, when the laptop is returned, the Borrower may renew the checkout for a maximum of 1 week. Borrowers who do not adhere to this return policy will forfeit their eligibility to participate in the AAP computer lending program.

6. If a computer and/or peripherals are not returned, this will be considered theft of University property and appropriate actions will be taken.
7. Neither the University nor AAP is responsible for any computer viruses that may be transferred to, or from, a user's disk or network account.
8. Personal software may not be loaded onto the laptop at any time.
9. All files created while using the AAP laptop must be saved to floppy disk, CD or DVD. No files should be saved to the laptop's hard drive.

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10. Violation of the policies listed above will be grounds for refusal of service in the future and/or fines.
11. All use of the AAP laptops must comply with the University's Guidelines for Acceptable Use of Computing Resources, which can be viewed at www.nethics.umd.edu/aup/index.html.

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**AAP Computer Laptop Lending Program
Checkout Form and Liability Statement**

Name:

UID:

Phone:

Address:

Email:

Laptop/Peripherals ID number:

Date/Time of Equipment Checkout/Staff Initials:

Date/Time of Equipment Check in/Staff Initials:

Status of Equipment upon Check in/Date/IT initials:

I am student in:

Student Support Service

McNair

One Week Checkout

3 Day Checkout

Liability Statement:

I agree to pay all costs associated with damage or replacement for any laptop computers and/or their associated peripheral equipment should they be lost, stolen, or damaged while they are checked out to me.

I understand that the replacement cost for these laptop computer and peripherals will be a minimum of \$1500 plus a non-refundable \$10 processing charge.

I have read the AAP Laptop Borrower Responsibilities and Guidelines Form and agree to abide by all the rules listed therein.

I further understand that this liability statement is binding for the duration of my enrollment at the University of Maryland College Park, and covers all occurrences of laptop and/or peripheral checkouts.

I further understand and agree that failure to follow all written policies of this program may result in removal of my laptop checkout privileges.

Student Signature

Date