

FHTC Equipment ID#: _____

Temporary Laptop Checkout Agreement

Borrowing Laptop

Borrowers may only check out one laptop at a time. Laptops can be borrowed for the agreed upon period listed on the agreement. A temporary hold will be placed on the users FHTC account until the laptop is returned.

Use of laptops

These devices will only to be used for academic purposes. Keep in mind that documents should not be saved to the laptops—data files should be saved on Google Drive instead. Any personal documents that may have been saved to the laptop will be permanently erased after the laptop is returned. 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.

Returning the laptops

Borrowers are to report any computer malfunctions/damage when the laptop is returned. Once the laptop is returned the hold will be removed from the users FHTC account, or damage charges will be applied as appropriate to the fee scale listed below.

Fines and Liability

A student's privilege to check out a laptop may be removed indefinitely if the student fails to return the laptop when due. Laptops that are past-due will be assessed a fine (**\$50**) for each week until returned. After four consecutive weeks the equipment will be considered lost/stolen and charged according to the estimated fee schedule below. Under no circumstances should a borrower leave a laptop unattended while in their custody. Fees and fines for Lost and Damaged equipment are **estimated** as follows:

Violation

Violation	MacBook device	Laptop (PC) device
Lost or stolen	\$600	\$500
Cracked screen	\$300	\$250
Missing charger	\$100	\$50
Keyboard missing keys	\$100	\$50
scratch & dents	\$200	\$100
Overdue	\$50	\$50
Carrying case	\$60	\$60
Battery	\$100	\$50

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Borrower Agreement

I have received the herein described hardware. By accepting the possession of this equipment, I agree to the following: I understand that it is in good working condition, and it is to be used for official college business only and in accordance with the FHTC Student handbook. I shall not permit any other person to possess this equipment or software. I shall not sell, lease or otherwise grant anyone rights to this equipment or software. I shall adhere to the College's rules and regulations governing the use of this equipment and software and comply with all applicable copyright and other regulations regarding the software. I understand that I am responsible for any damage to the equipment. The College may request this equipment and software be returned at any time. Upon request by the College or termination of the Agreement, I must return this equipment to the College, in the same condition as on the Agreement beginning date. I agree to accept this equipment and software "as is." In no event, shall the College be liable to me, my personal representative or heirs for any incidental, special, indirect or consequential damage of whatever nature arising out of any claim, whether in contract, tort or otherwise, alleging the College's failure to perform its obligations under this Agreement or its breach of any duty, common law or otherwise, owed to me.

Best Practices

Some common-sense actions you should adhere to in order to protect this equipment include, but are not limited to the following:

- Do not leave unattended, do not leave in cars, do not leave in plain view in homes or leave in an unlocked home or garage
- Do leave in locked cabinets or locked offices within school buildings
- Do keep information password-protected, log off when you are away from your computer
- Protect from liquids or dampness and extreme temperatures (i.e. do not leave in trunk of car for long periods of time)

TERM LENGTH OF CHECK OUT: ____/____/20____ through ____/____/20____

FHTC ID #: _____

Phone Number: _____

Full Legal Name: _____

Signature: _____

Witness: _____

Please use the space provided below to note any existing equipment condition issues.

