

TTUHSC OFFICE OF HSC STUDENT SERVICES
Student Senate Policy for Laptop Computer Use

1. Current TTUHSC student with valid TTUHSC ID may check out laptop computers from the Office of HSC Student Services. Five laptop computers are available for checkout. Checkout is on a first come, first serve basis. Only one computer per student may be checked out overnight. Students wanting to check out a computer for more than one night must send an e-mail to Margret Duran, Margret.Duran@ttuhsc.edu, to request the laptop for an extended period of time. In the event that the request is declined or unanswered, the student must return the computer after the 24 hour period has lapsed.
2. While the computer is checked-out to a student:
 - a. The student may not download or allow the download of anything to the computer, whether it is from the internet, a disk or other computer.
 - b. The student may not change the settings on the computer (i.e., wallpaper, screen saver, etc.) or install programs on the computer.
 - c. The student may not loan/share the computer with anyone. The student shall not leave the laptop computer unattended. The student is solely responsible for any loss or damage to the computer, whether or not caused by the student.
 - d. The student may not log in under any log-in name, including Administrator, other than the one provided on the laptop.
3. The student will be charged a \$5.00 late fee for every day or portion thereof that the computer is not returned. Late fees will begin accruing from the check-in time until the computer is returned to the Office of HSC Student Services. In addition to late fees, the student is responsible for any loss or damage to the computer. A replacement charge of up to \$3,000.00 may be charged for lost or stolen computers. Repair costs will be charged for damaged computers based on the actual costs of labor and parts. Fees and/or damages will be due and payable immediately upon notice to the student.
4. Students may check out laptop computers during the normal hours of operation of the Office of HSC Student Services (8:00 a.m. to 5:00 p.m.). The Office of HSC Student Services will establish the check-in time at the time of checkout.
5. If the student fails to adhere to any of the rules contained in this policy, the student's privileges to checkout and use laptop computers from the Office of Student Services will be suspended. Although suspensions will normally be for one full semester, the Office of HSC Student Services or the TTUHSC Student Senate reserves the right to extend or shorten the term based on individual circumstances, including, but not limited to individual need. In addition to suspension, the Office of HSC Student Services may request a hold to be placed on the student's registration and/or take any other action necessary in an effort to recover any damages arising from the student's use of the laptop computer. Students must sign the Laptop Computer Checkout Agreement before a laptop computer may be checked out.
6. Texas Tech University Health Sciences Center is not responsible for any files left on any laptop or for loss of or damage to student's file during the loan period.
7. Students must report as soon as possible non-working computers and computers with any objectionable material downloaded onto them to the Office of HSC Student

Services. If available another laptop will be checked out to any student reporting such problems. The student may not try to handle or fix the problems him/herself.

8. This policy is in addition to TTUHSC OP 65.01, Use of Information Technology Resources and other related policies at <http://www.ttuhs.edu/IT/Policy>, is not all-inclusive, and may be modified at any time.

Student Senate Laptop Computer Checkout Agreement

In exchange for the opportunity to checkout and to use laptop computer from TTUHSC Office of HSC Student Services, I _____
(print name) agree to the following terms and conditions.

1. I agree to pay all actual repair or replacement costs resulting from any harm, damage or loss of any nature whatsoever (including, but not limited to theft) of the laptop computer identified in this Agreement while it is checked out in my name. I also understand and agree that a replacement charge of up to \$3,000.00 may be charged for lost or stolen computers and that repair costs may be charged for damaged computers based on the actual costs of labor and parts. Costs or charges are due immediately upon notice to the students.
2. I understand that the log-in information provided on the laptop is how I should ALWAYS log in. I understand that logging in under any other log-in, including Administrator, will result in the suspension of my privileges to check out a laptop computer.
2. I acknowledge and agree that late fees for the laptop computer identified in this Agreement shall accrue at a rate of \$5.00 per day or any portion thereof, beginning with the check-in time. Fees are due when the computer is checked in.
3. In the event that I fail to pay for any late fees, repairs, replacement costs or any charges arising under this Agreement, I agree that TTUHSC may suspend my privileges to checkout a laptop computer, place a hold on my registration, and/or take any other action necessary in an effort to recover any damages from my use of the laptop computer.
4. I further agree to indemnify and hold TTUHSC, its Board, officials, and employees harmless from and against any and all claims arising from or relating to any use of the laptop computer while it is checked-out under my name. I agree not to allow any other individual or entity to use the computer while it is checked out under my name.

I have read the Policy for Laptop Computer Use and I will adhere to it. I understand that this document contains binding legal obligations and voluntarily enter it as indicated below by my signature.

Student's Signature: _____

Date: _____