



CaTS Laptops2Go: Equipment Use & Liability Agreement

Eligibility

Computers can only be checked out by active Wright State University students with a valid Wright State University I.D. ("Wright One Card") and a valid driver's license or other government photo identification. Students must have all university fees paid and be in good standing. A copy of the government photo ID will be kept on file with this signed agreement for the duration of the current academic year. A Laptop Checkout Form must also be filled out each time to check out a computer.

Fines & Liability

Computer systems can be checked out for a minimum of 30 minutes and a maximum of 4 hours. The student will be informed of the required return time and it will be noted on the Laptop Checkout Form signed by the student when they receive the equipment.

The overdue fine is \$10/hr (non-refundable) with a maximum late charge of \$200. Replacement cost of a lost or stolen laptop computer will be no less than \$2,000 plus any accrued overdue fine(s). A student will be charged for laptop damage according to the following scale: If the damage is \$50.00 or less, the student will not be charged. If the damage is between \$50.00 and \$500.00, the student will be charged \$50.00. If the damage is \$500.00 or greater, the student will be charged \$100.00. The person who checks out the laptop is responsible for its safe and timely return and will have to sign the liability statement printed on the Laptop Checkout Form stating:

- I accept full responsibility for the laptop computer and accessories I am borrowing.
- I will reimburse Wright State University for the cost of repairing or replacing this laptop and/or accessories if they are damaged, lost, or stolen while checked out in my name. I understand that the replacement cost for this laptop computer will be no less than \$2,000 plus the accrued overdue fine(s).
- I will pay an overdue fine of \$10.00 per hour if I fail to return this laptop and all accessories to CaTS Help Desk Laptop Loan office by the date and time they are due.
- I understand that I have been given consent and am authorized by the University to use this computer only until the date and time due as indicated on the Laptop Checkout Form. Any use of this computer by me after that time has expired is beyond the scope of this agreement and may result in a student disciplinary action, a civil action, or a criminal prosecution against me which could result in felony degree conviction pursuant to Section 2913.04 of the Ohio Revised Code.
- I have witnessed the physical inspection of the computer and its components. All checked parts are present and appear to be functioning.
- I do hereby verify that I have read and understand the Equipment Use and Liability Agreement as it pertains to the loan of a Wright State University computer, and I agree to abide by these terms and conditions.

To ensure proper maintenance and care of the equipment, the CaTS Help Desk staff and the borrower will review a checklist when checkout in and out the laptop.

Time Limits & Availability

Computers may be checked out from CaTS Help Desk until 1 ½ hours before closing. These computers are only for use at Wright State University and should not be taken off the campus. Check-out will be for no more than four (4) hours, or until 30 minutes before the CaTS Help Desk closing time, whichever comes first. In the unexpected event that the CaTS Help Desk is forced to close before the scheduled due time for a loaned-out computer, the student accepts responsibility to retain the computer until able to return it to the CaTS Help Desk after it has reopened, or to give it to a representative of the WSU CaTS department. No late charged will be assessed in this situation. Computers will be available on a first come, first serve basis. They may not be reserved ahead of time. Open hours are posted.

Limitations on Use

Students may not attach their own hardware (drivers [excluding thumb drives], printers, etc.) to the laptops, nor can they make major changes to the Operating System. All personal documents should be deleted from the computer before it is returned.