

# CaTS Laptops2Go

## Equipment Use & Liability Agreement

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### 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.

### 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.

A student will be charged for a damaged laptop 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.
- Student is responsible for the full replacement cost of any laptop lost or stolen while in their possession.
- Lost or stolen laptops should be reported immediately to avoid any late fees.

The person who checks out the laptop is responsible for its safe and timely return.

- 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 I am responsible for the full replacement cost of any laptop lost or stolen while in my possession, including any accrued overdue fine(s).
- I acknowledge that returning the laptop late may subject me to temporary ineligibility from the Laptops2Go program based on the following scheme:
  - 1st Late Check-in: Warning
  - 2nd Late Check-in: 1 week ineligibility from Laptops2Go
  - 3rd Late Check-in: Ineligible for rest of the quarter
  - Repeated late check-ins can result in a permanent ban from the Laptops2Go system.
- If the laptop is kept overnight, you will be permanently banned from Laptops2Go.

- 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 screen. 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 a felony degree conviction pursuant to Section 2913.04 of the Ohio Revised Code.
- 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. Upon request of the borrower, the CaTS Help Desk staff and the borrower will review a checklist when checking in and out the laptop.

### **Time Limits & Availability**

Computers may be checked out from CaTS Help Desk until 1 1/2 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 charges 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**

Laptops2Go laptops are protected by a program called Deep Freeze. This will cause the laptop to revert any changes made to the laptop when it is restarted. What this means is that any files that you save or programs that you install to the laptop (the C: drive on the computer) will be erased when the laptop is restarted. Please save all work to an external drive such as a flash drive when using a Laptops2Go laptop.