



Office Of Information Technology

Loaning Laptop Computers

General Policy

Purpose: The Office of Information Technology maintains a small pool of loaner laptop computers for students. These loaners are intended for emergency, short-term use only. You can use these computers for up to one semester to bridge the time between your initial loss and finding a longer-term solution (buying, renting, or borrowing another computer).

Eligible Borrowers: All currently enrolled full-time SGU students are eligible to borrow from the laptop computer loaner pool. Only those students who have experienced the loss or theft of their own computer will be eligible for a loaner laptop.

Eligible Uses: Computers will be available during regular school semesters and only for students engaged in normal academic activities. They may be used in Grenada or St. Vincent only and may not be transported to other countries or between University locations without written permission from The Office of Information Technology.

Loaner Procedures: Assuming a loaner is available, you will need to present your SGU student I.D. card for security purposes to the Office of Information Technology Help Desk staff.

Loan Period: Laptop computers are available on a weekly basis. There is no charge for the first week but thereafter the cost is \$50 US per week. Due to the limited number of loaners available through this program, students are encouraged to return the loaner as soon as possible. However, under no circumstances will The Office of Information Technology provide loaner equipment for longer than the completion of the then current semester.

Returns: Students must return loaners by the specified due date so as not to keep other users waiting. Anyone who does not return the loaner within the agreed upon time, will have their network account and access to support suspended.

Students accept full financial responsibility if the computer and/or any peripherals are missing or damaged upon their return.

Late Fines: Fines will be assessed at a rate of \$5.00 US per hour for an overdue laptop. Four hours after the loaner is due, it will be declared as lost and a **non-refundable processing fee** of \$50.00 US will be added to its replacement cost. These charges will be placed on your record and will also be sent to the Bursar. The replacement cost may be removed when the loaner is returned.

Usage Policies: A borrower **must not**:

- Install any software or use software not provided by IT. Please consult with IT staff if you require special software.
- Use licensed software in a manner inconsistent with the licensing agreement.
- Copy, rename, alter, examine, or delete the files or programs on loaner.
- Use the loaner for inappropriate purposes, including, but not limited to, sending offensive messages, setting up an “ad hoc” wireless network anywhere on campus, using peer-to-peer file sharing or engaging in commercial activities of any kind.
- Create, disseminate, or run a self-replicating program (“virus”), whether destructive in nature or not.
- Use the laptop computer for non-university work, such as for private business, or clubs/organizations not sanctioned by SGU.
- Tamper with switch settings, or move, remove, reconfigure or do anything that could interfere with workstations, printers or other equipment.

Ineligible Uses: Due to funding constraints, we cannot loan computers for any purpose other than to aid students during an active semester.

Loss, Theft, or Damage: Individual borrowers are responsible for the cost of repairing or replacing the loaner laptop computer damaged, lost or stolen during the loan period. Each borrower must sign this form indicating consent to this arrangement and/or a guarantee before receiving a laptop on loan. The cost will be added to the students account and sent to the Bursar. Do not leave the loaner laptop (or other valuables) unattended, even for a few seconds. Theft of laptops and accessories *do* occur!

Student Name (printed):	
Student Signature:	
Replacement cost of computer:	
Tag#:	
Serial#:	
Date computer released to student:	
Latest date computer is to be returned:	
Date computer returned:	