

Kutztown University

Laptop Checkout Policy

- Only current Kutztown faculty, staff and students with a valid KU ID are eligible to checkout a laptop.
- The laptop checkout under this agreement must be returned no later than 12/23/2020
- The laptops are preloaded with a suite of programs for your convenience. Tampering with University equipment or attempting to access or modify the operating system or any other software or programming, including bypassing security functions, is prohibited.
- Late fee of \$10 per day will be charged for a laptop not returned on time.
- The user is responsible for a lost or damaged laptops and assumes the cost of replacement or repair. Replacement fees for any lost, stolen, not returned or damaged beyond repair items will be charged as follows:

	<u>Lenovo</u>	<u>MacBook</u>
Device	\$1,200	\$2,000
Power Cord	\$60	\$80
Case	\$80	\$90

- In order to protect your privacy, anything saved must be deleted prior to returning the device. We recommend that you save any work to a USB Drive, email account or other web-based storage.
- The university assumes no responsibility for any damage to the users' personal devices, software, files and/or equipment
- Laptops must be used in accordance with the University Acceptable Use Policy ACA-069

Liability Agreement

I am aware that the tablet/laptop is checked for possible damage each time it is returned, and I accept the responsibility for any possible loss or damage while I have it checked out. I agree to the Laptop/Tablet Checkout Policy. I agree to pay all replacement fees as listed above in the case of any loss or cost for repairing a damaged laptop or tablet. I will report any problems found to the upon return of the laptop/tablet.

Student ID #: _____

Full Name (print): _____

Email: _____

Signature: _____

Asset ID: _____

Phone: _____

Date: _____