



**Laptop Loan Policy and Agreement**

Affix Inventory Label Here

In response to the COVID-19 crisis The City University of New York (CUNY) is helping as many people as possible by providing loaner internet ready computer and tablet equipment to actively enrolled students and currently employed faculty, and staff. The policy below outlines the responsibilities that you must accept if you are issued this equipment on loan. All equipment will be loaned by their home college on a first come, first served basis.

You must sign a copy of this policy upon receipt of any equipment. The signed copy of the policy will be kept on file until the equipment is returned.

**Care**

- You are responsible for taking care of the equipment (laptop, PC, tablet, peripherals, etc.) while it is assigned to you for your exclusive use.
- You are financially responsible for the replacement of lost equipment at its original purchase price, and for the cost to repair physically damaged equipment.
- You are not responsible for any equipment malfunctions. Please do not attempt to repair equipment – return it to your college’s IT department during the hours posted by the campus when someone will be available to receive it.
- Malfunctioning equipment will be replaced if possible and available.
- Report lost or stolen equipment immediately to the college IT department, and to college Public Safety if instructed to do so.

**Usage**

- Only use equipment for CUNY related educational or business purposes.
- Please do not prevent automatic updates to device operating systems or security updates. Software updates or software modifications to third party applications you install are at your risk and may not be supported by the college IT department staff.
- Loaner equipment has limited storage capacity and devices will be wiped when returned after the loaner period ends. In order to prevent loss of important work, do not store any work or documents to these devices. CUNY provides external cloud storage that we strongly recommend you use. You may also save documents to a flash drive, Office 365 storage area, Dropbox, or email the documents or work to your email address.
- Sign off from all applications you were using and turn off the device before you return it.

**Return**

- When requested, or if you withdraw from classes or are no longer employed by CUNY, please return the equipment to your college’s IT Department immediately so that it can be returned to service.

Name: \_\_\_\_\_

EMPL ID: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_