

Project IDEA

Laptop Loan Agreement-Quarterly

Laptop Loan Agreement

1. I understand that I am responsible for the laptop computer and all related parts (“the Equipment”). I will protect it. I understand that I am responsible for any loss, damage, or criminal acts of the computer and its parts.
2. I have read and will follow by Cascadia’s Information Technology Acceptable Use Policy BP1: 4.10.
3. I agree that **I am 100% financially responsible for repair or replacement of the Equipment due to any loss or damage** while I borrow it.
4. I agree that **Cascadia College is not responsible for any damage, including loss of data.** I have read and understand the responsibilities set forth in the Laptop Loan Conditions. I understand students with unpaid charges on their student account due to Equipment late fees, damage or loss will not be able to register for future classes or receive college transcripts.
5. I understand that Cascadia will delete any files or media on the Equipment at the end of my use. **When saving my files, I understand that I must save them to my own media/flash drive.**
6. I agree to contact the Information Services Helpdesk immediately if I am having problems with the Equipment.
7. I understand that copying any of the software installed on the laptop computers is strictly not allowed.
8. I have been informed that this laptop is equipped with a geo-tracking feature to help find the laptop if lost. I understand that the College may use this feature to locate the laptop should it not be returned, and I allow the College to use this geo-tracking feature.
9. I understand that the loan of this equipment is for the duration of one quarter and that if I do not return the Equipment before the [Information Services Help Desk](#) closes on my due date that fees and other penalties may be applied to my student account. My due date for the Equipment listed below is documented in the request associated with this checkout and reminders of it will be sent to my Cascadia student email

Equipment Description

- Dell Laptop
- Power Supply
- USB Mouse
- Headset with Mic
- Instructions
- Carrying Case

By clicking on the “Approve” button on this request, I show that I have read and agree to all of the terms and conditions in the Laptop Loan Agreement.

Laptop Loan Conditions

To check out Project IDEA Student Laptops, you must meet the following criteria:

- Be a current student at Cascadia College with a valid ID Card
- Be enrolled in Project IDEA classes
- Complete and sign the Laptop Loan Agreement

Borrower's Responsibilities:

- All student laptops and all components must be returned in the same condition as they are received.
- All student laptops and all components must be returned **before 5:00 p.m. on the last day of the quarter**. Not doing so will result in the following fees:

| | If returned: | Charge |
|--|----------------------------|--|
| | The day after the due date | \$25.00 |
| | Within the first 7 days | \$50.00 |
| | 8-15 days late | \$100.00 |
| | More than 15 days | \$100.00 and full replacement cost of \$1,550.00 |

PLEASE NOTE: Contact the IS Help Desk for inquiries about loan conditions and penalties.

By clicking "Approve", you are receiving and accepting full responsibility for all of the parts of this Laptop Loan. It is your responsibility to double-check that every part listed on the opposite page is received and working before the loan period.

Items returned more than 15 days past the due date will be considered stolen and the police will be contacted. The student will be charged for full replacement cost of the equipment in addition to the late fees.

When late fees are assessed, your student account will be blocked, stopping you from registering for future classes or receiving college transcripts until all fines are paid. Failure to pay fines will result in your account being turned over to collections.