

**GEORGIA COLLEGE & STATE UNIVERSITY
COMPUTER LAPTOP / PERIPHERAL / SOFTWARE CHECKOUT LOAN AGREEMENT
TERMS AND CONDITIONS**

By accepting possession of the computer laptop, peripheral, and/or software identified on Exhibit "A" attached hereto, I agree to the following terms and conditions:

1. This agreement is valid from the date I take possession of the equipment until it is returned.
2. Throughout this agreement, I shall use the equipment in accordance with the Georgia College & State University's policies on the appropriate use of computer resources. I do not own the equipment; I only have permission to use it. I shall not permit any other person or use this equipment. Commercial use of this equipment is prohibited.
3. I agree to return the equipment to the University in the same physical and operational condition as I received it.
4. I understand the portable nature of a computer laptop requires me to provide the same care and security that I would provide for my own personal possessions.
5. It is my responsibility to give written notice to the Office of the Registrar of any changes in my status as a GCSU student, as well as any address or phone number change during the period of this checkout agreement.
6. I understand that the equipment must be returned immediately to the Library and Instructional Technology Center, if I withdraw from all classes, or the University, or am suspended, or am no longer participating in the class or project requiring the equipment, or have other changes in my status as a student with the University. The due date for returning this equipment is _____.
7. If I fail to return the equipment by the due date, I understand that I may be subject to criminal prosecution or civil liability and I will be assessed the full cost of the equipment.
8. I am fully liable for loss or damage to the equipment. I understand I will be liable for all alterations, additions, and any software changes made to the equipment not performed by GCSU personnel. I understand that I will be charged a fee for repair or replacement of lost or damaged equipment at the full cost of the equipment. I also consent to transcripts being withheld if payment is not received.
9. I understand that all repairs and upgrades must be made through GCSU personnel and that no user repairs or outside third party services/repairs are permitted except with the prior written consent of GCSU.
10. I understand that any incident of theft of the equipment, as property of the State of Georgia, must be immediately reported to the police jurisdiction where the theft occurred. I will provide to GCSU a copy of the police report as soon as one can be reasonably obtained.

Accepted and agreed, this _____ day of _____ 20_____

Printed Name

Signature

ITEM(S)

GCSU INVENTORY#

SERIAL #

TEMPORARY ADDRESS OF PROPERTY

USE TO BE MADE OF PROPERTY

PRINTED NAME

SPONSORING DEPT / CLASS

SIGNATURE OF INDIVIDUAL REQUESTING LOAN

DATE

SIGNATURE OF LITC STAFF MEMBER

DATE

CHECKOUT DATE

RETURN DATE