

Minnesota West CTC Student Laptop/Chromebook Loan Agreement

This loan program is intended for students who need off-campus access to a computer for the purposes of Minnesota West related coursework.

TYPE OF LAPTOP RENTAL: _____ Short Term (48 hours or less) _____ Long Term (up to one semester)

Verify the student by photo ID (college or State issued ID) and fill out all information about student and device:

Student StarID: _____ State Asset Tag: _____

Student e-mail: _____ Student phone number: _____

College Staff: _____

Borrowers' responsibilities

- Never leave the laptop unattended in a place where others might find it (car, coffee shop, etc.).
- Never let others (including children) use the laptop. The laptop is assigned to a single user.
- Files left on the laptop will be permanently deleted. Consider saving in an alternative location.
- You must abide by MinnState policy and procedure on Acceptable Use of Computers and IT Resources: <https://www.minnstate.edu/board/policy/522.html>

Returning the laptop

- Return the laptop, power cord/adapter, and computer bag (if included) in the same condition as you received them on or before _____ (if long term rental, before the last day of final exams).
- Return the laptop directly to the Resource Specialist on the campus from which you borrowed it.
- The laptop will be considered returned after the IT staff determines it is free from damage.

Replacement and repair costs

- If the laptop is lost, stolen, or not returned for any reason while checked out to you, you will be charged the full replacement cost of:
_____ \$300 (Chromebook) _____ \$600 (HP ProBook) _____ \$1,500 (ZBook)
- If the laptop is damaged while checked out to you, you will be charged the full cost of repairs (including labor), up to the full replacement cost (see replacement prices above).
- Students who owe money for replacement and/or repair charges may experience financial ramifications that affect the following areas: graduation, registering for courses, obtaining transcripts, or borrowing Library resources until the charges are paid in full.

Disclaimer

Minnesota West nor MinnState assume responsibility for viruses, malware, loss of data, or damage to devices plugged into the laptop. The college I.T. staff can provide only limited technical support for the laptops.

I understand and agree to all of the above information.

Print Student Name: _____



Signature of Student (Checkout): _____

Date: _____

Signature of Student (Return): _____

Date: _____

Check-Out Date: _____

Return date: _____