

## SC Laptop Rental Policy

### PURPOSE

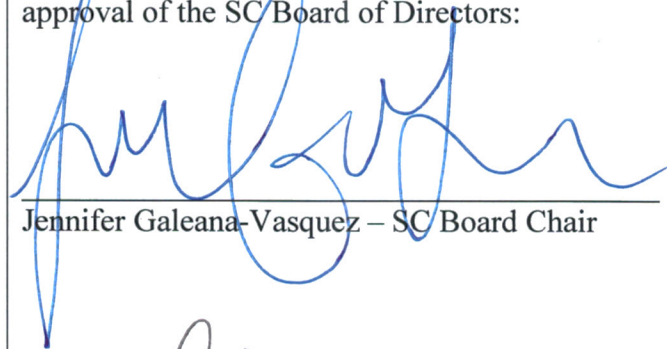
The purpose of this policy is to provide standards and guidelines for the use of Laptop Rentals given by the University Student Center as well as provide a technological resource for students.

### POLICY

It is the policy of the University Student Center to ensure that all laptops issued out for rental are properly maintained. Laptops are the property of the University Student Center. Laptops are to be checked out by students of the university. All students will provide their credentials in the form of student identification in order to ensure that there is a regulation of the use of rentals of such laptops.

This policy was voted on and approved by the SC Board of Directors on: December 5, 2019

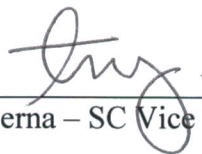
The following signatures by the SC Board Chair and the SC Vice Chair of Finance verify the approval of the SC Board of Directors:



Jennifer Galeana-Vasquez – SC Board Chair

12/10/19

Date



Teresa Serna – SC Vice Chair of Finance

12/11/19

Date

## PROCEDURE

- 1.0 Warrior ID is required to check out laptops and charging cables.
  - 1.1 Must have Stan State username and password to log in.
  - 1.2 One laptop and/or charging cable per student.
    - 1.2.1 Headphones will be available upon request
- 2.0 Laptop must be checked out, used, and returned only by the individual who signs off on the electronic agreement form.
  - 2.1 Laptop may be checked out in a 4-hour increment.
    - 2.1.1 Devices may leave the premises as long as they are returned at due time
  - 2.2 Students will be asked how long they will be needing the laptop in order to better keep track of return times.
  - 2.3 Laptops are available upon a first come, first serve basis. Laptop may not be reserved in advance.
  - 2.4 There will be a waitlist if no laptop is available.
  - 2.5 Laptops must be returned at due time, at least one hour before the Student Center closes to the Service Desk.
    - 2.5.1 A late fee of \$10.00 per hour will be charged to the student until device is returned or declared lost
  - 2.6 Laptops may not be checked out one hour prior to closing.
  - 2.7 Laptop rental may be renewed for another 4-hour increment provided that other laptops are available for checkout
- 3.0 Upon check in and check out, all devices will be examined to ensure all parts are functional and damage has not been caused.
- 4.0 Any stored data or information will be erased once device is returned.
  - 4.1 Modifications to software, hardware, and system settings are prohibited.
  - 4.2 Any removal of identification or property stickers is prohibited.
- 5.0 Users are responsible for loss, damage, and theft of the laptop while in their possession.
  - 5.1 Users should verify the condition of said device at the time of check out and upon check in.
    - 5.1.1 If issuing staff is not made aware of any damage prior to checkout, user will be held responsible for damage upon return of laptop and will be fined determined by the amount of damage.
  - 5.2 If a laptop is declared lost or if laptop is not returned within 24 hours from the date due time a replacement charge will be issued
    - 5.2.1 Replacement charge will cover 100% of the value of the laptop and charger after consideration of depreciation at the time of the failure to return devices.