CCNY LAPTOP LOANER PROGRAM

The City College Office of Information Technology provides a laptop loaner program for current CCNY students. The program is funded by the CCNY Student Technology Fee. The laptops are internally equipped with WiFi for use where wireless access exists. Wireless networking is available throughout much of the campus. All laptops are loaded with MS Office, Adobe Acrobat, as well as other CCNY-approved software. This program is designed for experienced computer users who are able to use the installed applications. Please note: you must be logged into WiFi for some software to be fully operational.

Conditions of the Program

1. CCNY students with a currently validated CCNY ID are eligible to check out laptops.

2. Laptop computers may only be checked out from, and must be returned to, the Tech Center in NAC building, Room 1/301.

3. A Tech Center staff member will provide the student with an “Agreement of Use and Liability Form,” which the student is required to read and sign before checking out a laptop.

4. Please allow at least 15 minutes to check out the computer and sign the agreement. At the time of checkout, the laptop will be inspected to verify that it is issued to the student in good working condition.

5. Laptops are available on a first-come, first-served basis, Monday through Friday on the days the College is open. There is no waiting list. Checkouts begin at 9:00 AM. When the Tech Center closes at 12 midnight, all laptops are due in the Tech Center by 8:00 PM the same day, laptops will stop circulating at 7:00 PM. When the Tech Center closes at 5:00 PM, all laptops are due in the Tech Center by 4:00 PM, laptops will stop circulating at 3:00 PM.

6. Returns: Laptops may only be returned by the borrower. Laptops returned by any other individual will not be accepted by Tech Center staff members. All laptops must be returned in-person to a Tech Center staff member in NAC 1/301. Do not leave a laptop with Library or Service Desk staff. At the time of return, a Tech Center staff member will perform a complete inspection. This process will take approximately 15 minutes to complete. The borrower must remain at the Tech Center desk for this entire process.

Overdue Fines

1. $10.00 per block of 15 minutes overdue, with a 10-minute grace period.
2. Up to $40.00 per day, $1,300 charge to replace Mac laptops, $1000 for PC laptops
3. If a laptop and its peripherals are not returned within 24 hours of its due date/time, it will be considered stolen CCNY property.
4. The student will be billed the replacement cost of $1,300 to replace a Mac laptops, $1000 for PC laptops, plus accrued overdue fines if the laptop is not returned. This information will be sent to the Bursar’s Office, where a hold will be placed on the student’s records.
5. Students will not be able to register, obtain transcripts/diploma, or graduate until the fine is paid in full. In the event that the laptop is returned, the student will be credited that $1,300 to replace for Mac laptops, $1000 for PC laptops and will only incur overdue fees.
6. Penalties for inappropriate use/treatment or loss of parts of the laptops may include fines, and suspension of Tech Center privileges.
Replacement and Repair Charges

1. The laptop borrower is solely responsible for any loss or damages and will be required to sign an Agreement of Use and Liability form
2. In the event that the laptop is damaged, the charge will be the cost of repair including labor.
3. These charges will be sent to the Bursar’s Office for collection and may prevent a student from registering for classes, obtaining diploma/transcripts, and/or graduating until paid in full.

Borrower’s Responsibilities

Borrowers should:

1. Never leave the laptop computer unattended while it is checked out to them.
2. Never lend or give the laptop computer to another person.
3. Never borrow a laptop computer on behalf of another person.
4. Never save or download to the Computer’s Hard drive. Security software will erase anything/everything on the drive once turned off, restarted, or rebooted.
5. Store all files on a personal storage device or your student OneDrive space prior to returning the laptop to the Tech Center.
Agreement of Use and Liability

- I accept full responsibility for the laptop computer and accessories I am borrowing.
- I will reimburse CCNY for the cost of repairing or replacing this laptop, and/or accessories if they are damaged, lost, stolen, or not returned while checked out in my name.
- I understand that the replacement cost for this laptop computer will be no less than $1,300 to replace Mac laptops, $1000 for PC laptops, plus accrued overdue fine(s).
- I will pay all overdue fines as stated in the Overdue section of the CCNY LAPTOP LOANER PROGRAM document if I fail to return this laptop and all accessories to the Tech Center on time.
- I have witnessed the physical inspection of the Laptop computer and its components. All checked parts are present and appear to be functioning.
- I understand that my abuse of laptop loan privileges may also result in disciplinary action and the inability to borrow laptop computers in the future.
- I understand that all charges that are accrued as a result of violations of these policies will be sent to the Bursar’s Office and will prevent me from registering for classes, from obtaining diploma/transcript(s), and/or graduating until paid in full.
- I understand that failure to return the laptop within the allotted time will be considered theft of CCNY property and appropriate action will be taken.
- I understand that I am not to perform any illegal activities with this laptop. (i.e., hacking, pirating, viewing or downloading child pornography, etc.).
- I understand that if I perform any illegal activities with this laptop, I will be subject to the disciplinary rules and regulations of CUNY and CCNY, as well as referral to criminal authorities.
- I hereby verify that I have read and understand the Use and Liability Agreement as it pertains to the loan of a CCNY laptop computer.
- I agree to abide by this and related laptop loan policies.

NEVER, EVER leave your Laptop Unattended

Disclaimer

CCNY assumes no responsibility for files stored on the hard drive or the recovery of files accidentally left on the hard drive after the computer has been returned; nor is the Office of Information Technology responsible for any computer viruses that may be transferred to, or from, a user's media (e.g., flash drive, email, cloud storage service, etc.). The City College of New York discourages use of the hard disk for temporary or permanent storage of files. The hard drive should not be used for temporary or permanent storage of files. Security software reconfigures the laptop each time it is rebooted and all files are erased.

For additional information or questions concerning the laptop loaner program, contact the Tech Center at (212) 650-8752 or by emailing techcenter@ccny.cuny.edu.

PRINT NAME __________________________ SIGN NAME __________________________

CITYMAIL USER ID __________________ DATE __________ STAFF