

**City Colleges of Chicago/Media & Visual Communications Laptop Use Policy**

City Colleges of Chicago is pleased to offer laptop computers with wireless network capability for use by CCC students. These laptops are configured to provide student borrowers with the same functionality as other CCC computers. For example, students may use these laptops to search the internet, type papers, create audio and visual presentations, and print their work using pay-for-print services available throughout the district.

**Eligible Borrowers:**

• Current credit student enrolled in eligible Media or Visual Communications courses with 6 or more credit hours (3 or more in the summer)

• No delinquent service indicators on your student account

• No previous violations of CCC Loaner Laptop program

• Must present a valid CCC Student ID when checking out a laptop

**Borrower’s Responsibilities:**

Students will be asked to read and acknowledge by signing the *CCC Student Loaner Laptop Use Policy* each time they check out a laptop. The student borrower is responsible for the proper use and safe return of the laptop computer and all peripheral devices. Student users must be able to independently utilize the installed applications, as CCC personnel will provide no application support. If a laptop exhibits hardware issues, however, student users must notify Media and Visual Communications Program from which the laptop was borrowed, so that technical support may be arranged or a replacement device provided.

**Use of Laptop Computers:**

• The student borrower is responsible for the safe return of the laptop and associated peripherals to the Media & Visual Communications Programs from which the laptop was borrowed. If the student borrower does not return the laptop, fees may be assessed, as described below, and a hold may be placed on their CCC student account.

• **Do not leave laptops unattended at any time**. Laptops that are found unattended will be returned to the Media & Visual Communications Programs. The incident will be noted in the student’s borrowing records and the student will lose laptop borrowing privileges.

• The student is **not** responsible for normal wear and tear or hardware failures. The student borrower **is** responsible for the full replacement cost of the laptop, if it is damaged, lost, or stolen, or if any peripheral devices are damaged or made inoperable in any way while the laptop computer is checked out by the student.

• All user files will be removed from the laptop’s hard disk after each use. **Any data that is saved to the hard drive will be lost. CCC is not responsible for deleted files. Student users are instructed to save their files often to removable media** (e.g., a USB flash drive).

• Although every attempt will be made to provide student users with fully charged laptops at checkout, CCC does not guarantee that laptops will have full battery power at checkout. An AC adapter will be provided to student borrowers at checkout, however, and it is their responsibility to return the laptop, along with the AC adapter, and all other peripheral devices, at the end of the borrowing period.

• Student users must adhere to the *CCC Reasonable Computer Use Policy* and all other applicable CCC policies, State or Federal Laws, and contractual agreements.

**Check Out:**

• Students may check out laptop computers from the Media and Visual Communications Programs office Monday thru Friday from 9am – 4pm. Student must return the laptop to that same location. Failure to return the laptop to the Media and Visual Communications Programs office or failure to pay for damages will result in a loss of borrowing privileges.

• Eligible students must present a valid CCC student ID as well as read and acknowledge by signing the *CCC Student Loaner Laptop Use Policy* the first time they check out a laptop and each time thereafter. Only one laptop computer may be borrowed by a student during any given period.

• Laptops must be reserved 24 hours in advance and reservations are taken on a first come, first serve basis.

• Loan duration is limited to 3 days (72 hours).

• Loan extensions may be granted to students in good standing based on device availability. Upon return of the loaner laptop, interested students may inquire about extension availability.

**Check In:**

• The student borrower is responsible for the safe return of the laptop and associated peripheral devices to the Media and Visual Communications Programs office from which the items were borrowed. Laptops should not be left unattended when they are returned.

• CCC staff on duty will check to confirm that the laptop and peripheral devices are returned intact. This check-in process will take approximately 5- 10 minutes. It is highly recommended that the student borrower wait while the laptop is examined and, therefore, plan accordingly for this delay.

**• Late return (more than 1 hour) policy:**

* **1st late return: Written Warning**
* **2nd late return: $50 fine**
* **3rd late return: checkout privileges revoked**

• Fines will be collected at the time of return. Failure to pay fines will result in an immediate loss of borrowing privileges and a hold being placed on the student’s CCC account.

• Laptops and peripheral devices will be reported as stolen to college security if they are not returned within 24-hours of the ending of the lending period unless other arrangements are made beforehand with the Director of the Media & Visual Communications Programs. Students can contact the Media & Visual Communications Programs at 773-602-5561 or 773-602-5534.

**Failure to return the laptop or peripheral equipment to the location from which it was borrowed and/or failure to pay for damages will result in a charge to your student account of up to $2500 (two-thousand-five-hundred-dollars) and a loss of borrowing privileges.**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payment Method to Cover Lost, Damaged, or Stolen Property**

To borrow a Loaner Laptop, a student must consent to having the replacement cost charged to his/her account if the laptop is lost, stolen, or damaged. By completing the Loaner Laptop Agreement and taking possession of the laptop, you are consenting to having this replacement charge applied to your student account if the loaner laptop is not returned in its original condition. A hold will be placed on your records which will, in turn, prohibit registration and the ordering of transcripts, and your account may be sent to a collection agency, if it remains delinquent.

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Student Signature Date

Effective 2/2015