



## Information Technology Laptop Contract

Required fields are marked with an \*

**COD Asset Tag #\*:**

**Serial #\*:**

Print First and Last Name\*:

Student ID Number\*:

\*I am currently enrolled as a College of the Desert student and would like to have access to checking out a Laptop for the allocated time stated below. I understand and agree to the following relating to Laptop checkout responsibilities:

1. I understand that the Laptops are available on a first-come, first-serve basis.
2. I am not authorized or allowed to change or alter the programming in the hard drive in any way.
3. I will be using the Laptop for scholarly purposes only and will adhere to the COD policy relating to the use of computers.
4. I understand that the Laptop is for my use only, and may not be lent to friends or family for use.
5. I acknowledge that I am required to bring back the Laptop when notified by the District.
6. If I fail to return a checked-out Laptop when notified by the District, I understand that a hold will be placed on all my academic records and my attendance reporting may be affected until the problem is resolved.
7. I understand and agree to return the Laptop if I should drop my classes during the term.
8. I may be held financially responsible for repair or replacement costs should the Laptop I check out be lost, stolen, or damaged due to accident or mishandling while it is checked out in my name. I must notify the Information Technology Services Department immediately and file a police report if stolen.
9. I also understand that replacement costs for the Laptop and related equipment is approximately \$1,500.00.
10. I understand that failure to return a Laptop or pay for repair or replacement if warranted (see #6 above) will result in holding of my transcripts, Financial Aid, and registration, until the financial obligation is met. If no action is taken by the student, the college is left with no other option but to file a police report for stolen property.

**\*I, understand and agree to the Laptop Checkout Responsibilities listed above. I will uphold those responsibilities, and agree to meet the financial obligations of items 6 and 10 mentioned above.**

Student Signature (type or sign)\*:

Date\*:

Phone Number\*:

Check-Out Date\*:

Return Date: