

## Laptop Checkout Program

The University of Houston-Downtown provides laptops for checkout by students for use on campus. Laptops may be checked out for a maximum of four hours.

The following pages contain the rules and procedures for checking out a laptop in one of three locations:

- S800 Lab – One Main Building
- C300 Lab (Comet Lab) – Commerce Street Building
- B200 (Information Technology Common Area) – Shea Street Building

Laptops must be returned to the same lab from which the laptop is checked out. Hours of availability vary by location.

## Laptop Check-Out Rules and Procedures

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

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

### Checkout Hours\*

Day	Laptop Checkout Hours (S800 Lab)	Laptop Checkout Hours (C300 Lab)	Laptop Checkout Hours (B200 IT Area)
Monday - Thursday	9:00 a.m. – 8:30 p.m.	9:00 a.m. – 8:30 p.m.	9:00 a.m. – 8:30 p.m.
Friday	9:00 a.m. – 4:00 p.m.	9:00 a.m. – 4:00 p.m.	9:00 a.m. – 4:00 p.m.
Saturday	9:00 a.m. – 4:00 p.m.	Service not available	Service not available
Sunday	Service not available	Service not available	Service not available

\* Hours subject to change and resource availability. Laptops can be checked out only during the Laptop Checkout Hours listed above and must be returned within four hours but not later than the Laptop Checkout Hours listed above. Penalties may be applied for returning laptops late. See “Conditions of Participation” below for details.

### Equipment

- Laptop computer with integrated wireless, CD-RW drive and charged battery.
- No power cable will be issued.
- Laptop carrying bag

### Software

- Microsoft XP SP2
- Microsoft Office Professional – Word, PowerPoint, Excel, Access, and Publisher
- Microsoft Visio Pro, Microsoft Project, Microsoft FrontPage, Microsoft Visual Studio.Net
- Internet Browsers - Internet Explorer, Netscape
- Media Players – Real One Player, Quick Time Player, Macromedia Flash Player, Macromedia Shockwave Player, Windows Media Player
- Specialty Programs – Adobe Acrobat Reader, WinZip, WS FTP LE, QVT Term, Nero CD Creator
- Virus Protection - McAfee Virus Scan
- Accessibility software – Jaws and Magic
- Utility - Deepfreeze (refreshes the laptop to original state when laptop is restarted)

Please note that if you need to save any work that you do on a loaned laptop, you must save it to your own media, such as a CD-R or USB portable drive (referred to as a flash drive, thumb drive, travel drive, or other common name).

### Laptop Check-Out Rules

- Laptops are NOT to be taken off campus. Doing so will be considered theft of University of Houston-Downtown (“University” or “UHD”) property. Individuals caught doing this will be reported to campus police.
- Laptops are not to be left unattended. User is responsible for the device and its peripherals the entire time it is in his/her possession.
- Maximum checkout time is four hours. Laptops must be returned to the S800 lab by the times listed above.
- Laptops are checked out only to currently enrolled UHD students who have official UHD GatorCard with picture. No other form of ID will be accepted. Only one laptop will be checked out per student at any one time.
- All damage or malfunctions should be reported to the lab staff in the S800 lab.
- Student Technology Services and The University of Houston-Downtown are not responsible for files remaining on the laptop once the laptop is returned and are not responsible for loss or damage to a user’s files as a consequence of use of the laptop.

## Laptop Check-Out Rules and Procedures

### Laptop Check-Out Procedures

- Student will present his or her official UHD Gator Card with picture to lab personnel at the lab assistants' desk in S800.
- Student will sign the Laptop Check-out Rules and Procedures document. This document will remain in effect for the current semester only.
- Student will complete and sign the Laptop Checkout Form each time a laptop is checked out.

### Laptop Check-In Procedures

- The laptop will be powered on and checked when it is returned to S800. The student must remain in the lab until the laptop is checked.
- Student Technology Services (STS) Staff will check the laptop and its peripherals to ensure it is in operating condition and that all parts are returned.
- The STS staff member will complete the checkout form for the laptop, noting the following: date and time signed in, whether or not all equipment was returned, and list of any damage noted. The STS staff member will sign on the appropriate line.
- If the laptop is not in working condition or is damaged, the lab staff member must fill out the Laptop Incident Report sheet. If the user caused the problem, the user will meet and discuss the situation with the Manager of Student Technology Services or other full-time staff members.

### Conditions of Participation

- Use of the laptop will be in accordance with the University's Acceptable Use Policy (policy number 08.A.04), the Academic Computer Lab Policy (policy number 08.A.05), and other applicable UHD policies, and must also be in accordance with applicable law.
- I have read the Laptop Check-out Rules and Procedures and agree to comply with them.
- I acknowledge that the laptop is to be used only by me.
- I acknowledge that I am not to attempt to fix, open or replace parts on the laptop.
- I agree to assume full responsibility and financial liability for the laptop computer issued to me from the time it is checked out to me until the time it is checked back in.
- I agree to pay the University of Houston-Downtown for the loss of or damage to any laptop computer and peripherals that are issued to me through Information Technology up to the amount shown on the Laptop Checkout Form.
- I acknowledge that if I return the laptop after the time that it is due, I will lose laptop checkout privileges:
  - for 30 days for the first offense
  - for the remainder of the semester for the second offense
  - permanently for the third offense
- I acknowledge that if I return the laptop 24 hours or more after it is due to be checked in, I may be charged up to \$100 per day for each day after the date it is due. Furthermore, I acknowledge that a hold may be placed on my UHD account if I do not return the laptop, and that I may be charged up to the purchase price of the Equipment.
- I acknowledge that failure to comply with these rules and guidelines can cause me to lose computing checkout privileges, and that I may not be able to register for classes, receive transcripts, or graduate until the amount owed is paid in full.

Printed name of student: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Signature of student: \_\_\_\_\_

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

Student Technology Services Staff Member signature: \_\_\_\_\_

Once completed, this form is to remain on file in S800 lab for the semester in which it is initiated. Student needs to complete only one of these forms per semester.

## Laptop Check-Out Form

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

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

To be completed by student checking out laptop:

I understand that I am responsible for the cost of repair or replacement of the equipment designated on this form ("Equipment") if damage or loss occurs to the Equipment while it is assigned to me, or if I refuse to return the Equipment. The Equipment has been verified by a technician to be in good working condition and it will be checked again when it is returned.

The checkout or loan period for this Equipment is a maximum of four hours and must be returned to the lab by the end of the loan period.

The following penalties will be applied for returning the Equipment late.

If I return the Equipment after the time that it is due, I will lose laptop checkout privileges:

- for 30 days for the first offense
- for the remainder of the semester for the second offense
- permanently for the third offense

In addition, if I return the Equipment 24 hours or more after it is due to be checked in, I may be charged up to \$100 per day for each day after the date it is due.

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

Print Name: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of STS Staff: \_\_\_\_\_

See reverse side to complete check out.

# Laptop Check-Out Form

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

To be completed by lab staff:

## CHECK OUT:

Dell D620 Laptop #: \_\_\_\_\_ UHD Tag # \_\_\_\_\_

RAM \_\_\_\_\_ Hard Drive \_\_\_\_\_ Battery Serial No. \_\_\_\_\_

Check-out condition: Note any physical damage on these diagrams.



Signed out by: \_\_\_\_\_  
(signature of lab staff member)

Date signed out: \_\_\_\_\_ Time signed out: \_\_\_\_\_

## CHECK IN:

Signed in by: \_\_\_\_\_  
(signature of lab staff member)

Date signed in: \_\_\_\_\_ Time signed in: \_\_\_\_\_

Laptop and carrying bag returned \_\_\_\_\_

RAM \_\_\_\_\_ Hard Drive \_\_\_\_\_ Battery Serial Number \_\_\_\_\_



Lab assistant to complete Laptop Incident Report for any new damage noted, including physical damage or problems with any components or software.