

City Colleges of Chicago Student Loaner 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 presentations and Excel charts, and print their work using pay-for-print services available throughout the district.

Eligible Borrowers Credit Student:

- Current credit student with 6 or more credit hours (3 or more in the summer)
- No delinquent service indicators on your student account
- Enrolled in an active program
- Are currently enrolled with at least six credit hours (three in the summer).
- No previous violations of Loaner Laptop program
- Student can keep the laptop for 60 days
- Must present a valid CCC Student ID when checking out a laptop

Eligible Borrowers Adult Education Student:

- Student must be enrolled in ADED classed for the current term
- Student should have no delinquent service indicators (Bride and Gateway waiver students will not be affected)
- Student must be Active in specified Program Plan
- Student should have no previous violations of Loaner Laptop Program
- Student can keep the laptop for 60 days
- 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 the Office of Information Technology 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 Office of Information Technology 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 respective Office of Information Technology and the incident will be noted in the student's borrowing records. If this occurs a second time, 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).
- Student users may print their work using pay-for-print services available throughout the district.
- 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 Office of Information Technology at any of the designated City Colleges of Chicago campuses. Student must return the laptop to that same location. Failure to return the laptop to the Office of Information Technology at the college from which the laptop was borrowed or failure to pay for damages will result in a loss of borrowing privileges.
- Eligible students must present a valid CCC student ID at the respective Office of Information Technology loaner sites at each campus, 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.
- Loan duration is limited to 60 days maximum or the end of the semester, whichever comes soonest.
- Availability is on a first come, first served basis. Laptop reservations are not accepted.
- Loan extensions may be granted to students in good standing and based on device availability. Upon return of the loaner laptop, interested students may inquire about availability.

Check In:

- The student borrower is responsible for the safe return of the laptop and associated peripheral devices to the Office of Information Technology from which the items were borrowed.
- Student users must return the laptop and associated peripheral devices to the appropriate Office of Information Technology loaner sites. 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.
- Upon successful return of the laptop loaner equipment students will receive an email notification indicating same.
- Failure to return the laptop loaner 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 full value of the laptop and a loss of borrowing privileges.

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.

You also have the option of authorizing CCC to charge the cost of the lost, damaged, or stolen laptop to your financial aid.

Please note: If financial aid cannot be used to cover the replacement charge for any reason (e.g., financial aid already refunded, financial aid inadequate to cover the charge, etc.), you will still be responsible for the replacement cost of the lost, damaged, or stolen laptop. 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.