Kentucky State University
Division of Administration, External Relations and Development
Office of Residence Life
Laptop Program

Overview

Kentucky State University is pleased to offer a laptop computer checkout service to on-campus Kentucky State University residents. Laptops are available for checkout at the front desk of every residence hall and may be used for the purposes of study, work, and research.

Limits & Availability

- The laptop computers can only be checked out by currently enrolled and on-Campus Kentucky State University residents residing in a residence hall; one per resident.
- The laptops are for use only in the residence hall that it was checked-out in and cannot be removed from the building.
- Laptops will be available on a first-come, first-serve basis. Laptops can be reserved by calling the front desk of the Residence Hall and being placed on the waiting list.
- Borrowers may not install software on the machines.
- Borrowers may not alter, delete or copy any software loaded on the laptop or otherwise change its existing configuration.
- Printing is available from laptops. Printing jobs can be picked up from the front desk of your residence hall. Printing jobs may be completed in the residence hall considering the resident requesting printing service has enough funds on his/her card to print.

Checkout Procedure

- A resident borrowing a laptop should read and agree to abide by the Residence Life Laptop Policy.
- A resident borrowing a laptop must sign the Laptop Checkout Agreement Form and Laptop Log before he/she can receive a laptop.
- At the time of checkout, the laptop will be inspected by the Hall Manager to make sure it is intact and functioning properly.
- A borrower must save his/her files on his/her personal electronic device (flash/jump drives or CD) or send them via an email attachment. Saving documents on the laptop is prohibited. All files will be erased after the computer is returned.

Loan Period & Renewals
The checkout period for each laptop is four to six hours. (check out/in timeframes vary by residence hall; see Hall Manager for detail)

A checked-out laptop can be renewed, given that no other eligible resident is waiting to check out a laptop or the resident’s borrowing privileges has not been revoked.

The borrower must return the laptop along with accessories to the residence hall front desk at the end of the checkout period to renew the checkout.

Laptops may be checked out overnight on a first-come, first-serve basis within the last hour of laptop operation hours.

**Check-in Procedure**

- Borrowers must return the laptop to the Hall Manager at the designated time.
- A laptop must not be left unattended at the residence hall front desk.
- The borrower should allow at least five minutes for the equipment to be checked.
- The Hall Manager will verify that all parts are present and that the computer and all accessories are in good working order and there is no visible physical damage to the laptop.

**Liability**

- A resident’s privilege to check out a laptop may be revoked for any of the following reasons: (1) if the resident fails to return loaned equipment by the due time on more than two occasions, (2) leaves before the check-in procedure is complete, (3) abandons the laptop, (4) allows anyone else to use equipment, (5) removes the laptop from assigned residence hall, (6) any violation of the laptop policy.
- After 24 hours an unreturned laptop will be considered stolen or lost. University Police will be notified and an investigation may be initiated.
- The borrower is responsible for making sure that the laptop is in working order and without physical damage when it is checked out.
- Under no circumstances should a borrower leave the laptop unattended. The Department of Residence Life will not be responsible for a lost or stolen laptop while it is checked out to a resident.
- It is the borrower’s full responsibility and fiscal liability for all costs associated with damaged, lost, or stolen equipment during the period it is checked out (includes laptop computer and accessories).

**Troubleshooting Problems & Questions**

- If patrons experience problems with laptop hardware or applications or have questions, they should call the front desk of the residence hall office.

**Disclaimer**
Kentucky State University is not responsible for damage to any removable drive (i.e. CD or flash/jump drive) or loss of data that may occur due to malfunctioning hardware or software. Only Kentucky State University Residents may check out laptops from their assigned residence hall. Only the person who checked out the laptop may use it. Laptops may not leave the residence hall. Laptops must be returned at the time agreed. Residents may check out laptops for up to 24 hours. Renewals are available if there is no one on the waiting list for the laptop.

**Do not leave the laptop unattended**

By my signature below, I agree to all the above and below statements:

1. I have read, understand and accept the above conditions as well as the Residence Life Laptop Guidelines/Policy.
2. I will not leave the laptop unattended.
3. I accept full responsibility for the laptop and accessories and agree to reimburse Kentucky State University for the full cost of repairing or replacing laptops and accessories if they are lost, stolen, or damaged while they are checked out in my name.
4. I understand that I should return the laptop a few minutes before it is due so that the Hall Manager and I can follow the appropriate Check In procedure.
5. I will not add, delete, or alter computer hardware, software, or settings.

Resident’s Name (print legibly) ____________________________ Room # ___________

Resident’s Signature ____________________________ KSU SID # __________

Hall Manager’s Signature ____________________________

Laptop #: ____________________________ Date/Time borrowed: ____________________________

Date/Time due: ____________________________ Date/Time returned: ____________________________

<table>
<thead>
<tr>
<th>Laptop’s Condition at Checkout:</th>
<th>Laptop’s Condition at Check In:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] All clear</td>
<td>[ ] All clear</td>
</tr>
<tr>
<td>[ ] Any physical damage: _________</td>
<td>[ ] Any physical damage: _________</td>
</tr>
<tr>
<td>[ ] Accessories missing: _________</td>
<td>[ ] Accessories missing: _________</td>
</tr>
<tr>
<td>[ ] Troubles with booting up/shutting down: _________</td>
<td>[ ] Troubles with booting up/shutting down: _________</td>
</tr>
<tr>
<td>[ ] Comments: ____________________________</td>
<td>[ ] Comments: ____________________________</td>
</tr>
<tr>
<td>(Note: Delete data in My Documents/Desktop and empty Recycle Bin)</td>
<td>(Note: Delete data in My Documents/Desktop and empty Recycle Bin)</td>
</tr>
<tr>
<td>[ ] Documents/items stored on laptop: _________</td>
<td>[ ] Documents/items stored on laptop: _________</td>
</tr>
<tr>
<td>[ ] Troubles with booting up/shutting down: _________</td>
<td>[ ] Troubles with booting up/shutting down: _________</td>
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