IT Support Centre

Student Laptop Loan Scheme
Cover Sheet and Conditions of Use

Please check the bag/power pack before taking the laptop with you.

I acknowledge that I am responsible for this Laptop and its accessories (bag and power pack) and will have it returned:

- Within 7 days from the borrowed date
  
  Return times are between 9am to 9pm, Mon to Fri, no weekend returns

- I agree to use this computer solely for the benefit of my education at the University of Technology, Sydney

- I will exercise extreme care with this computer including securing the computer whether it is in use or not in use.

- If the laptop is stolen, I will report the theft to IT Support Centre at the time the theft occurred and provide a police report documenting the theft of the laptop. I acknowledge that I will also be billed for the replacement costs of the laptop.

- I will give IT Support Centre a call on 9514 2222 if I fail to return the laptop on the due date

- I understand that my UTS email account will be locked if laptop is not returned on the due date

- I understand that overdue, lost, damaged or failure to return the laptop will result in the suspension of laptop loans for a period determined at the discretion of the ITSC staff

LAPTOP LOAN AGREEMENT

The University of Technology, Sydney (‘UTS’) is able to make laptops available on a temporary basis for free loan to students. This will allow students to meet specific teaching, learning or assessment requirements as specified in subject outlines or course requirements provided to students, or in relation to other academic-related activities. These Guidelines shall apply to all students of the University who borrow the laptops (‘Student Borrower’).

The Guidelines comprise of the following conditions:

(A) The Information Technology Division Responsibilities;
(B) Student Borrower Responsibilities; and
(C) Terms of Non-Compliance.
A. The Information Technology Division (‘ITD’) Responsibilities

**ITD will be responsible for the following:**

1. Ensuring that the Laptop Loan Guidelines are clearly stated in written form and provided to Student Borrowers prior to loan of the laptop and accompanying equipment (‘Equipment’).
2. Ensuring that Student Borrowers present their University Student Identity Card and sign an undertaking to abide by the Student Borrower Responsibilities in relation to the Equipment prior to loan.
3. Maintaining a register of Equipment which is on loan that includes at least the following:
   - Serial number, make and model of the Equipment;
   - Photocopy of the Student Borrower’s student Identity Card;
   - Student's full name;
   - Date of loan;
   - Due date and time for return of Equipment.
4. Prior to loan examine the Equipment to confirm it is all present and in working order.
5. Upon the return of the Equipment, ensuring IT Support Centre staff and Student Borrower examine the physical condition of the Equipment.
6. If the Equipment is returned in a state or condition different from that in which it was loaned the Terms of Non-Compliance will apply.
7. Ensuring a job is logged in Service Connect that will remain open until Laptop is returned in proper working order.

B. Student Borrower Responsibilities

**Student Borrowers are responsible for the following:**

1. Ensuring that any Equipment they remove from UTS premises has been officially registered for borrowing and removal. **PLEASE NOTE: All UTS Loan Laptops are equipped with Tracking Software.** This software will be used to assist the recovery of lost or stolen Equipment, by providing information regarding the location of Equipment to appropriate authorities.
2. The return of the Equipment by the due date and time. Equipment must be returned to the issuing IT Support Centre and cannot be returned elsewhere in the University.
3. The safekeeping of the Equipment whilst it is on loan to the Student Borrower and making sure that the Equipment is returned in the same condition in which it was loaned.
4. All work must be saved to an external device. **PLEASE NOTE: anything saved on the laptop will be cleared after a reboot.**

**Student Borrowers agree:**

1. Not to carelessly or wilfully mutilate or damage the Equipment.
2. To take reasonable precautions to ensure the safekeeping of Equipment and minimise the opportunity for theft, loss of, or damage to, the Equipment.
3. Not leave or attempt to leave UTS premises:
   - with any Equipment which is not registered for loan in the Student Borrower’s name;
   - with part of any Equipment item which is not registered for loan in the Student Borrower’s name.
4. Not use the Equipment for any unauthorised purpose. The Student Borrower agrees to use the Equipment and related information technology facilities only as set out in the University’s policies including but not limited to:
   - Acceptable Use of Information Technology Facilities
   - Copyright at UTS
   - E-mail Policy
   - Guidelines for the Use of Email
   - IT Security Policy
   - IT Security Awareness and Best Practice
   - Reporting Security incidents;

Evidence of breach or suspected breach of the policies will result in action being taken under the Terms for Non-Compliance.
5. Not use the Equipment in any way which may infringe the rights or endanger the safety of others.
6. To immediately report any malfunctions or existing damage to the Equipment to the IT Support Centre:

UTS Loaner Laptop Agreement with Students
C. Terms of Non-compliance

Where the Director of ITD believes or has suspicion on reasonable grounds that a Student Borrower has not complied with the Laptop Loan Guidelines and in particular Student Borrower Responsibilities the Director may do any or all of the following:

1. Place restrictions on the Student Borrower’s future use of the Equipment.
2. Deny future loans of Equipment to the Student Borrower.
3. Require payment by the Student Borrower of a specified amount not exceeding the amount of the value of the cost of replacement or repair of the Equipment item as per Annexure 1 Replacement, Repair and Late fees schedule.
4. Require the Student Borrower to lodge a conditional deposit as part of the loan conditions of any subsequent loan(s) of Equipment.
5. Refer matter(s) to the Registrar who will deal with it in accordance with UTS Student and Related Rules Section 16 (Student Misconduct and Appeals) that may result in the Student Borrower being denied the right to re-enrol or graduate, or to withhold assessment results, until the Equipment is returned.

Where the Director believes one or more of the actions in non-compliance are appropriate, the Director will notify and give reasons to the student and the Registrar. The Director may notify any other person of the decision and reasons on a need to know basis.

Agreement with Laptop Loan Guidelines

I, the Student Borrower, agree:
(i) that I have read and understood the Terms and Conditions;
(ii) to comply with the Student Borrower Responsibilities outlined above;
(iii) that non-compliance may result in any or all of the Terms of Non-compliance actions being applied; and
(iv) that the value of the cost of replacement or repair of the Equipment item as per Annexure 1 Replacement, Repair and Late fees schedule is a true and fair assessment of costs to UTS and I accept the conditions outlined in Annexure 1.

Annexure 1 - Laptop Replace, Repair and Late fees schedule

- Laptop Computer and Accessories (Replacement approximate cost: $2600)
- Battery (Replacement approx. cost: $130)
- Power cord & AC power pack (Replacement approx. cost: $70)
- Carry bag for laptop (Replacement approx. cost: $30)
- Damage to Screen: (Replacement approx. cost $500)
- Damage to Keyboard/Mouse Touch Pad: (Replacement approx. cost $200)
- Late fees of $20 per half hour after the scheduled return time (approximate administration cost in attempting to retrieve Equipment and find alternative Equipment for future Student Borrowers.

The cost for the replacement of unreturned items such as Battery, Power Cord, Carry Bag, Damages as well as any Late Fees incurred may be collected via EFTPOS or Student Print and Copy Account.

UTS Loaner Laptop Agreement with Students