T:\AcademicSupport\EXCEL\Laptop Loan Program\Laptop Loan 0708\Laptop Loan Contract07.doc

Southwestern Michigan College EXCEL Program
LAPTOP LOAN AGREEMENT

As a participant in the EXCEL program at SMC, I understand and agree to the following terms for participation in the Laptop Computer Loan Program:

1. SMC EXCEL program will supply **laptop #____** for my sole and exclusive use for one week.
2. I understand and agree that I will not add, copy or remove any software from the laptop while it is in my possession. I shall return it in the condition I received it.
3. I understand and agree that it is my responsibility to save any files, documents or text to a floppy disk or travel drive. I will remove any files or information that I have stored on the laptop.
4. I agree to exercise all due care and responsibility in handling and use of the laptop and agree to return the laptop in good condition. I understand that the EXCEL program accepts reasonable and normal wear but will not accept the cost of damage to the laptop where negligent use or misuse causes damage to the laptop. All damage must be reported; I agree to not seek repair services, but to return the laptop to SMC immediately.
5. I understand and agree that this laptop is to be used for project and course work only.
6. I agree to abide by SMC's Acceptable Use Policy when accessing the internet for research and educational purposes. A copy of this policy is provided in each laptop.

Signed:_____ Date:_____

Student Information

Student Name:		Student ID#
Home Phone:	Cell Phone:	Work Phone:

For Staff Use Only:

Laptop Check Out

- ☐ Date Checked Out:_____/_____/_____
  Renewal Date:_____/_____/_____
- ☐ Condition of Computer:
  - o Connect power cord
  - o Turn on Computer
  - o *Log into EXCEL student desktop
  - o Log out, disconnect power cord
- ☐ Note any previous damage to laptop:
  _____
- ☐ Laptop due by 1:00pm:____/____/____

Staff Signature:_____

*****Be sure student knows how to launch Microsoft Word and Excel.

Floppy Drive Checked Out: ___yes, #_____
___ no

Laptop Check In

- ☐ Date Laptop Returned:_____/_____/_____
  Renewal Date Returned:_____/_____/_____
- ☐ Condition of Computer:
  - o Connect power cord
  - o Turn on Computer
  - o Delete any student files on desktop
  - o Log out, check all peripherals
- ☐ Note any damage:
  _____
- ☐ Approximate number of student usage hours during checkout:_____

Staff Initial_____ Student Initial_____

____Computer Check In Procedure Complete
____Computer Log Updated

NOTES:_____
_____