

**University Student Center  
Commuter Computer Student Loan Program  
Policies and Procedures**

---

**Policies and Procedures**

**Policy**

1. The University's general policies for use of its computer systems and equipment are stated in the University handbook p.91.
2. The use of the University computer equipment is a privilege, not a right. Computer misconduct can result in restrictions on or revocation of computer access privileges. Student Offenses are included in the Student Code of Conduct found in the Connecticut State University Rights and Responsibilities and Judicial Procedures Document. Borrower will face judicial charges.
3. Student Users have a responsibility to use University computer resources in an efficient, ethical, and lawful manner.

**Operation**

1. Hours of operation are Monday through Friday 8:30am-4: 30 pm.
2. The Commuter Computer Loan program will be in operation through the academic year. Computers will be loaned out of the University Student Center on a semester basis and returned by the last day of finals exams by 3:00p.m.

**Rules and Regulations**

1. The Student Center Personnel will have the authorization to look up student records to ensure individual's status as a student. The office of University Student Center shall keep records related to each student account confidential.
2. Only University Student Center Personnel has the right to place a block on a students account for those students who do not return equipment by the last day of final exams.
3. All computers are distributed as a unit including: CPU, monitor, keyboard, mouse, and two power cables. The borrower agrees to return the equipment in the same condition as when it was issued from the University.
4. Borrower may install modem however, the University is not responsible for modems that are not removed before returning equipment.
5. All files should be stored on a floppy diskette prior to return of the computer. The University Student Center assumes no responsibility for files stored on the hard drive or the recovery of files accidentally left in the hard drive after the computer has been returned.
6. The borrower will not loan computer equipment to any person and must return the equipment before the last day of final exams.
7. Upon pickup, borrower must have access to a vehicle and pickup equipment from the University Bookstore parking lot. The equipment shall not be taken on University shuttle vans or to the Residence halls.
8. Failure to return equipment will result in an academic hold as well as a dean referral. If a computer is not returned, it will be considered theft of University

- property. Student's name will be turned over to campus police and appropriate action will be taken.
9. The University Student Center is not responsible for any computer virus that may be transferred to, or from, a user's floppy disk.
  10. Upon damage to a computer, the student should return the computer immediately. Professional staff will access the damage and replace it under certain conditions.
  11. These computers are for non-recreational, academic purposes only. The responsibility to use good judgment to avoid improper uses resides with the user.
  12. In the event of an audit the loaned equipment will need to be immediately to campus within 48 hours of notice .

### **Registration Procedures**

1. All computers will be distributed on a first come first serve basis as long as student meets specific criteria stated above.
2. Student Center Personnel will contact the student directly and set up an appointment for the student to come and pick up his/her computer. At this time the student will sign the computer agreement form.
3. Student Center Personnel has the option to give a computer to whom they consider the most appropriate candidate and/or is in the most need.
4. When returning the computer, student should call prior to dropping it off. Student should never leave the computer unattended at time of return (ex. **DO NOT DROP OFF WITHOUT NOTIFICATION AND DO NOT LEAVE COMPUTER WITH A STUDENT WORKER**). Student Center personnel must be there at the time of return to match all serial numbers to original inventory list of distributed equipment. At this time student will sign Return of Equipment on original paperwork, stating that they have returned all original equipment.
5. Although a student may qualify, the resources of computers are limited and we may not be able to accommodate everyone.

### **Sanctions**

Failure to abide by the guidelines set forth in the forgoing policies and procedures shall subject any user of the Commuter Computer Loan Program to sanctions, which may result in denial of computer privileges and/or disciplinary action, or legal action.

### **Administration**

The University Student Center Personnel shall administer the foregoing policies and procedures. Any evidence of stolen property will be reported to campus police or local police departments.

If you need assistance please call the University Student Center at 392-5500 Monday through Friday between 8:30 a.m.- 4:30 p.m.

**Application/Agreement Form**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Student I.D. #: \_\_\_\_\_ Email: \_\_\_\_\_

Academic Status: \_\_\_\_\_ G.P.A.: \_\_\_\_\_

**Permanent Address** \_\_\_\_\_

City \_\_\_\_\_ Apt# \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Current Address** \_\_\_\_\_

City \_\_\_\_\_ Apt# \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone/Pager: \_\_\_\_\_

I \_\_\_\_\_ (borrower) agree to return the equipment in the same condition as when relieved from the University and further agree to pay for any damage or loss incurred through negligence or lack of control for the same and agrees to pay for any corrective action taken to restore the piece(s) of equipment to the original condition upon return. The borrower will not loan equipment to any person and agrees to return the equipment before the last day of final exams of the current semester.

I \_\_\_\_\_ understand that failure to return equipment will result in an academic hold and dean referral as well as notifying the appropriate authority for a criminal investigation. I also understand that the University Student Center Personnel has the right to place a block on my account if I do not return the equipment by the last day of final exams and only that administrator who places the block will be able to remove it.

Failure to comply with return deadlines will result in ineligibility for future access to the Commuter Computer Student Loan Program. \* Borrower may install modem however the University is not responsible for modems that are not removed before returning equipment.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Items On Loan</b>	<b>Loaned</b>	<b>Returned</b>
Keyboard	_____	_____
Mouse	_____	_____
Two power cables	_____	_____
Plus	_____	_____
<b>STUDENT INITIAL</b>	_____	_____



CPU Description \_\_\_\_\_ Monitor Description \_\_\_\_\_  
 Serial # \_\_\_\_\_ Serial #: \_\_\_\_\_

**STUDENT INITIAL** \_\_\_\_\_ **STUDENT INITIAL** \_\_\_\_\_

**ATTACH PHOTO COPY OF HOOTLOOT CARD AND DRIVERS' LICENSE TO AGREEMENT**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return Of Equipment**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_