



Laptop Checkout Request

LAPTOP INFORMATION

LAPTOP NAME: _____ COLOR OF CASE: _____
 BRAND/MODEL: _____ FBCC TAG# _____
 SERIAL NUMBER: _____

Condition At Check-Out:

NEW

FAIR

POOR

USER INFORMATION

NAME (Printed) _____
 DEPARTMENT (Staff /Faculty): _____
 PHONE NUMBER: _____
 HOME ADDRESS: _____

User Status:

STUDENT

FACULTY

STAFF

Special Circumstances: _____
 Advisor Requesting (For Student) : _____ Date: _____

Please Turn Over: Read and Sign The Statement On The Back Of This Document.

Technology Department Use Only:

FBCC Student ID#(Students Only): _____

Accessories Issued (Check All That Apply): Laptop Case Power Cord External Mouse Other _____

Date Issued: _____

Tech Initials: _____

Date Due: _____

Tech Initials: _____

Laptop Check-Out Policy

OVERVIEW:

The Technology Department provides Laptop Check-Out as a service to FBCC Staff, Faculty, and currently enrolled students. Student laptop check-out may be limited to special circumstance or by Program designation.

POLICY:

1. Laptops are to be checked out in person.
2. Laptops must be returned by the one who checked it out.
3. A Student may only check out one laptop at a time.
4. Laptops must not be left unattended. The user is responsible for the device and its peripherals the entire time it is checked out under the users name.
5. The user listed on this application is responsible for any damage, whether intentional or accidental. The user will be charged accordingly based on the cost to repair or replace the laptop. Each occurrence of a late or damaged laptop will count as one infraction. A student that incurs three infractions will lose access to this service for the rest of the semester.
6. It is recommended that student users save their data to an external data source (such as a USB Drive). The FBCC Technology Staff will not be responsible for lost data.
7. All laptops are subject to the terms of the FBCC Acceptable Use Policies whether on or off campus.
8. Laptops should be used on a flat solid surface. Position the power cord as to not strain the plug ends. Laptops should not be exposed to extreme temperatures or liquids. If stolen or damaged immediately notify the Technology Department. Laptops are required to be returned to the Technology Department every 30 days for maintenance and updates.
9. Depending on availability, laptops may be checked out to students for special circumstances such as being homebound, in the hospital, or by request of the students' advisor or Student Services.
10. Students users MUST return the laptop by the date specified. A late fine will be charged at the rate of \$10.00 for each day After 15 days the laptop will be declared lost and full replacement cost will be due. Full replacement cost will be calculated at the cost of the laptop & accessories of the same brand, model, and configuration when the laptop was declared lost.

PROCEDURE:

1. Laptops may be checked out from 8:00am-5:00pm Monday through Friday from the designated staff responsible.
2. Students are required to present their FBCC Student ID at check-out.
3. Laptop users are required to fill out a check-out form containing personal information, signature, and duration of use, signature of Advisor or Student Services (Students Only).
4. At the time of checkout, the laptop will be inspected by a staff member to make sure it is intact and functioning properly.
5. Staff will ensure that the student user can log onto the Laptop.

BILLING

If the Laptop user named in this agreement does not return the laptop by the designated time the student will be assessed a replacement fee equal to the cost of replacement. This user is also responsible damages and labor to repair a damaged laptop.

Statement of Agreement:

I (the User) have read, understand, and will comply with the policies listed above.

Signature: _____

Date: _____

Print Name: _____