



OMP's Laptop Lending Program

1. Apply for lending program. (Application/Verification Form)
2. After your enrollment is verified (allow 24-48 hours), you will be able to check out a laptop computer on a first-come, first-served basis. We do **not** maintain a waiting list.
3. Computers may be checked out for up to one week (7 days) maximum. If due on a date that the OMP will be closed, the computer is due back on the next day our office open.
4. Upon returning a computer, you must wait until the 2nd day after the return before checking out another laptop from us. This allows us a day in between check-in and check-out to update software and gives others an equal chance to check it out.
5. If you are late: first time, you will be ineligible to check out a laptop for 2 weeks; second time, you will be unable to check one out the remainder of the semester. *Please call as soon as you know you might be late...we may be able to help you avoid a late penalty!*
6. Laptops are the property of NDSU. Because of this, we reserve the right to have a hold placed on a student's account if a computer is late and not returned in a timely fashion.

An example of the check-out agreement is attached. You will be asked to complete and sign a new agreement each time you check out a computer.

Cargill provided funding for the first laptop. The OMP laptop lending program provides assistance to students who wish to check out a laptop computer from the Office of Multicultural Programs at North Dakota State University.

Student Contact Information

Name:	Student ID#:
Address:	Email:
Telephone:	← Please note: You <u>must</u> include a telephone number before we will release the laptop.

Laptop Check-Out Agreement

This agreement is made and entered into by and between the North Dakota State University Office of Multicultural Programs ("OMP") and _____ (Student Name, Please Print).

Begun through the Cargill Laptop Project, OMP's laptop lending program has laptop computers available for students to check-out for up to seven (7) days. Students wishing to check out a laptop computer must read and sign this agreement.

OMP agrees to loan to Student the **Laptop #** _____ on _____ / _____ / _____ (today's date) and it is to be returned ON or before _____ / _____ / _____ (due date). There are no fees for the use of the laptop. The student agrees to return the laptop promptly to the Office of Multicultural Programs, Memorial Union, Room 178 no later than the date specified above.

Students who fail to return the laptop on time will incur a 2-week loss of check-out privileges; a second late return will result in loss of the privilege for the remainder of the semester. A hold may be placed on a student's account at any time once a computer is overdue. _____ (initial)

The student agrees to adhere to NDSU's Acceptable Use of Electronic Communication Devices Policy 158.

The student shall not install or delete software programs or any other files on the computers. The student shall not download files of any type to the laptop (using a personal flash drive is recommended for this purpose).

The student shall take safety precautions (i.e. not opening e-mails from unknown senders) so as to not infect laptop with a virus.

The student agrees to take care in the transportation and use of the laptop. The student shall report any damage to the laptop to the OMP. The student is responsible for the costs of repair or replacement of the laptop if damage was done as a result of the student's negligent actions.

I have read and understood the Office of Multicultural Programs Laptop Policy statement above information. I agree to the terms put forth in the policy statement above.

Student signature:

Date:

OMP Staff signature:

Date:

RETURN Laptop # _____ listed above was **RETURNED** to OMP on the date below, in good condition except as noted here _____.

Student signature:

Date:

OMP Staff signature:

Date: