

Gaston College Morris Library

Laptop Loan Policy and User Agreement

1. Purpose: Laptops are provided to support academic success for students without personal devices.

2. Eligibility: Must be enrolled in at least one course, present valid student ID and college email, and sign this agreement.

3. Loan Terms: Loan is per semester. Return by the last day or upon withdrawal. No renewals beyond semester.

4. Responsibilities: Use for educational purposes only; no unauthorized software; keep in good condition; report issues immediately; return in same condition.

5. Liability: Financially responsible for loss/damage due to negligence or misuse.
Replacement costs:

- Laptop \$970, Bag \$23, Charger \$15. Non-return may result in account hold, collections, or legal action.

6. Technical Support: Available during college hours. College not responsible for data loss—back up your files.

7. Monitoring & Privacy: Devices may be monitored per Acceptable Use Policy. College may inspect/reclaim devices anytime.

_____ (Please initial) I have read and understand the Laptop Loan Policy and User Agreement and agree to comply with all terms outlined above. I understand the failure to do so may result in disciplinary or financial consequences.

Student Name:

Phone #:

Student Number:

Date:

Email:

Signature:
