

## UIT Student Computer Lab Laptop Check-Out Policy

940-565-2324 • [helpdesk@unt.edu](mailto:helpdesk@unt.edu) • Sage Hall, Room 330

A laptop is available for check out from the University IT Student Computer Lab/Adaptive Technology and Computing Lab.

- From 8 a.m. to 7 p.m.
- Monday through Friday
- Pick up and return: Sage Hall, Room 330

In order to check out a laptop, patrons must adhere to the following rules.

1. Laptops are available only to current UNT Students with current UNT IDs.
2. Laptops may be used only on UNT's main campus.
3. Laptops must be kept with the borrower at all times.
  - a. **\*\*Unattended laptops are subject to confiscation by UIT staff\*\***
4. Laptops must be returned or renewed at the UIT Student Computer Lab office after the three-hour loan period.
  - a. **\*\*Overnight or extended borrowing of laptops is not permitted\*\***
  - b. **\*\*Failure to return the laptop within 10 days will result in a theft report to the UNT police.**
5. Laptops that are damaged or lost/stolen must be reported to the UIT staff immediately, and the patron may be held financially responsible for damages or cost of replacing laptops.
6. Laptops are not designed to save files. Patrons must use a USB or external hard drive to save their work.

**\*\*The UIT Student Computer Lab is not responsible for data loss.\*\***

**\*\*The UIT Student Computer Lab is not responsible for any computer virus(es) that may be transferred to or from a user's external device.\*\***

In addition to the above policies, patrons also must comply with the information set forth in the UNT Information Security Handbook,

[https://itss.unsystem.edu/sites/default/files/unt\\_system\\_information\\_security\\_handbook\\_2016.pdf](https://itss.unsystem.edu/sites/default/files/unt_system_information_security_handbook_2016.pdf), and all other applicable state or federal laws pertaining to copyright and contractual agreements.

### I have and read and understand this contract.

Name:

Patron's ID number:

Return date:

Return time:

Laptop number:

Contact Number:

Input of the patron's ID above constitutes an electronic signature and agreement, making the patron bound to the rules above.