



### Laptop Usage Policy

The HPU Library and the Learning Commons provides laptops to registered HPU students. The University Library and the Learning Commons utilize the following policy to govern laptop circulation and use.

#### Laptop Information

Each laptop has a connection to the HPU wireless network. The wireless connection allows access to the Library's online resources, cloud computing and printers. Students should use mobile storage devices (USBs, etc.) or the Cloud Computing option to save their work, as all documents left on the laptop will be automatically deleted when the laptop is shut down. The Library is not responsible for lost or damaged work. Library staff will verify that the laptop is in good working order before it is checked out. An AC adaptor will be provided with the laptop at checkout. When returned, staff will verify that the unit and adaptor are still in good condition before checking the equipment in.

#### User Policy (Read Carefully)

Laptops can be checked out for individual or group use and can also be used with LC TVs in the Group Study Rooms. A current HPU ID card is needed to borrow a laptop. Laptops may be borrowed for three (3) days. There is no charge for borrowing a laptop; however, after being overdue for seven (7) days the laptop is considered long overdue. Once the laptop is long overdue a replacement fee and suspension will be issued to the user's account. The replacement fee issued to the users account will be \$1,400.00 for the laptop and \$50.00 for the charge cord. The total replacement fee for a laptop is \$1,450.00. Habitual violations of the borrowing policy may result in the loss of laptop borrowing privileges. Once the laptop is returned the replacement fees are waived and a six (6) days suspension is placed on the student account.

If a student fails to return the laptop and fees are assessed to the student's account as described above, the student will be responsible for paying those fees. Unpaid laptop replacement fees and related charges will cause the student to be subject to any and all financial consequences as outlined on the Business Office Student Account Policies & Deadlines website (<https://www.hpu.edu/business-office/policies-deadlines.html>), up to and including registration and records holds, additional late fees, referral of balances to third party collections servicer(s), and other consequences.

When a student returns the laptop Library staff will verify that the laptop and AC adaptor are in good condition; returning the laptops will waive a replacement fee.

All returned laptops may not be checked out again or renewed the same day by the account returning them. This is to ensure that others get a chance to borrow a laptop and that laptops are continuously circulating.

#### Responsibilities

1. Laptop computers are in high demand and are expensive to replace. Users are responsible for operating and caring for the laptops properly while in their possession.
2. Those who violate the laptop lending policy or who use the Library's technology resources to violate the University Network and Computing Usage Agreement or any other duly established University, state, or federal policies or laws will be held accountable. This includes, but is not limited to: vandalizing, altering, or damaging a laptop, its programs, or data; displaying of sexually explicit or violent images or sounds; and use of University laptops, servers, or networks to house or distribute unauthorized software, music, video, or other information resources.
3. **NEVER** leave laptops unattended for any reason. The borrower is solely responsible for the laptop, and damage or replacement fees will be assessed to the individual to whom the laptop was checked out.  
**I understand and agree to all the terms and fees listed above in the HPU Library & Learning Commons Laptop Usage Policy.**

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Print Name

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Unicard #

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Signature

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Date