

Mt. San Antonio Community College
Technology Loan Program (TLP)
STUDENT User Agreement

The following Technology User Agreement (AGREEMENT) is made by and between Mt. San Antonio Community College, and the student receiving technology. In the interests of furthering the educational goals of the STUDENT, Mt. SAC will make available to the STUDENT loaned technology for educational/college purposes.

The STUDENT agrees to the following terms of use:

1. Eligibility

Mt. SAC students, enrolled in at least one course, will be eligible to borrow equipment for as long as the student continues to enroll in consecutive terms. A student may only borrow, while supplies are available, up to one Laptop and/or one Hotspot. Once a student is not enrolled in a term, all technology equipment must be returned immediately. A registration hold will be placed if not returned. Lost, stolen, or damaged equipment may result in no longer being eligible to borrow equipment, additional information is found below.

The STUDENT may be provided with the following equipment under this AGREEMENT including, but not limited to the following:

Laptop, includes charger

Hotspot, includes charger

2. Care of Equipment

The STUDENT is responsible for reasonable care, handling and use of said technology. Student agrees to return the technology, including accessories, in good condition. Mt. SAC accepts and acknowledges the reasonable and normal wear and depreciation in the value of the technology. However, examples of damage listed below will disqualify the STUDENT from future technology loans:

- a. Negligence, intentional or unintentional misuse.
- b. The damage, depreciation, or wear and tear that is beyond what is considered normal.
- c. Damaged Technology (non-software/hardware issues): If technology is damaged, and returned, student may be eligible for one more checked out item. If the item is not returned it will be considered lost and no other item will be checked out. A note will be placed on the student's library record indicating that they have returned one damaged item. If student returns a second damaged item of the same type, they will be blocked from checking out that type of technology.

3. Rules of Laptop and Hotspot Operation

The STUDENT will abide by the following user policies:

- a. All loaned technology is to be used for acceptable educational purposes only.
- b. STUDENT may only use software that is already available on the Mt. SAC LAPTOP and/or HOTSPOT. Mt. SAC does not allow any outside software to be used on, or loaded onto, Mt. SAC LAPTOP and/or HOTSPOT. If additional software is needed, contact the IT help desk (909) 274-4357
- c. It is prohibited to damage, attempt to damage, or modify loaned technology. It is prohibited to modify, upgrade or attempt repairs to the loaned technology or its installed software without express written permission of Mt. SAC. Any modifications, upgrades, or repairs made shall become property of Mt. SAC. It is prohibited to remove Hotspot sim cards to be placed in other devices.
- d. Loaned technology, software or services may not be used for sexual harassment or any harassing or discriminatory behavior based on race, sex religion, age, national origin or disability. This includes intentionally accessing Internet sites that endorse or present such harassing or discriminatory materials.
- e. Using Internet or any other computer services through the loaned technology program to access and display sexually- explicit materials is strictly prohibited.
- f. Unauthorized use of any technology resources is cause for suspension of STUDENT rights to use the Mt. SAC TECHNOLOGY LOAN PROGRAM.

4. License Agreements

Mt. SAC is sole owner of the software included with the loaned technology. Any copying, modification, merging, or distribution of the software by the STUDENT including written documentation, is prohibited. The STUDENT is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections.

5. Delivery and Acceptance

By receiving this agreement, and through our library records, the STUDENT acknowledges receipt of the loaned technology, including peripheral equipment and software, in good condition and working order. The STUDENT agrees to return all loaned technology upon the end of the term unless instructed otherwise. In the event that the STUDENT is no longer attending Mt. San Antonio College, the STUDENT will be expected to return all loaned technology and all associated equipment and software to the Mt. SAC library immediately of no longer being registered for a term

6. Overdue Technology

Returns for your technology will be required by the end of the term unless otherwise instructed. Failure to return the technology, will result in a registration hold for the following term placed on the STUDENT account until all loaned technology is returned. The technology will be shut off remotely so that the STUDENT may not use it.

7. Stolen Technology

In case of theft, the STUDENT must file a police report. To file a police report, a STUDENT must immediately notify the local police (and Mt. SAC Public Safety if the theft occurred on campus). After filing a report with the local police, STUDENT must email a copy of the police report laptoploans@mtsac.edu. Failure to file a report of stolen property with the local police will cause the STUDENT to incur the same consequences listed above in #6.

- A. If student has technology stolen and has a police report, student can have one more of the item checked out to them. A note will be place on the student's library record indicating that they have reported an item stolen. If student reports a second stolen item of the same type, they will be blocked from checking out that type of technology. If a student reports a stolen item but has no police report it will be considered lost and no other item will be checked out.

8. Lost Technology

- a. If technology is lost, student will be ineligible to check out additional technology of that type. A note will be placed on the student's library record blocking them from checking out the same item.

9. Termination of Agreement

Termination of this AGREEMENT shall occur automatically under the following circumstances:

- a. Anytime the STUDENT is no longer attending Mt. San Antonio College.
- b. Breach of the rules of the AGREEMENT.

Upon such termination, the STUDENT shall return all loaned technology and all associated equipment and software to the Mt. San Antonio College Library.

10. Notice of Rights

The STUDENT has no ownership and no right to title in the LAPTOP and/or HOTSPOT. Mt. SAC is the equitable owner of all loaned technology. If the technology is not returned by the due date, a registration hold will be placed on the STUDENT account until all technology is returned in good condition. The technology will be shut off remotely to terminate access and use.

Return of equipment

The STUDENT agrees to return the LAPTOP, and/or HOTSPOT and all related cables/technology in good condition at the end of the term *Failure to do so will result in a registration hold on the STUDENT record that will prevent registration for the future term (see #6).*

Certification

By RECEIVING this AGREEMENT I certify that I have read, understand, and will abide by the policies stated in the AGREEMENT. I understand that the loaned item(s) are intended for my educational use and to not for the use of others. The effective date of this agreement shall last until technology is returned.

For TLP user agreement questions: laptoploans@mtsac.edu **For technology assistance:** helpdesk@mtsac.edu