Faculty Laptop Loan Program

AGREEMENT OF USE AND LIABILITY FORM

☒ Faculty MUST present a copy of their BC ID which will remain with this form.

Name (PLEASE PRINT): ________________________________________________________________

Department: _______________________________________________________________________

Building & Room Number: _____________________________________________________________

E-Mail Address: _____________________________________________________________________

Telephone: _________________________________________________________________________

Loan Request Date: __________________________________________________________________

Faculty Status: ☐ Full-time ☐ Adjunct ☐ Other: ______________________

Loan Period: ☐ Semester ☐ Week Date Due: ____________________________

Serial #: ___________________________ BRO - ___________________________

☐ Windows ☐ Macintosh ☐ Power ☐ Mouse ☐ Bag

Other Equipment: ____________________________

Laptops may not be checked out for other individuals. Only one laptop may be checked out per person.

• Short-term loan laptops are due back one week from date of loan.
• Semester loan laptops are due back within one week from the end of the semester.

Please call the Faculty Training and Development Lab at 718.951.4634 to make arrangements for returning the laptop.

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Laptop Loan Agreement

The borrower agrees that he/she has read and understands the Brooklyn College Faculty Laptop Loan Program Description and the CUNY Acceptable Computer Use policy as it pertains to the loan of a Brooklyn College laptop computer.

The Borrower agrees not to perform any illegal activities with this laptop. (i.e., hacking, pirating, etc.) and will be held strictly responsible for any such illegal activities.

Borrowers agree to accept responsibility for the loss or damage to, the computer and any of its components while the laptop is lent to him/her. We recommend that borrowers should verify that they have suitable, adequate household contents insurance to cover the loss or damage of the laptop, for which they are liable, while in their possession.

The loss or theft of the laptop must be reported to the Faculty Training and Development Lab, in writing, within 24 hours.

The borrower agrees to take adequate measures to protect sensitive information (especially student and staff employment information) from unauthorized access or modification. In general, this means storing the information on a computer that provides strong access controls (passwords) and encrypting files, documents, and messages for protection against inadvertent or unauthorized disclosure while in storage or in transit over data networks. Robust encryption is strongly recommended for information stored electronically on all computers.

The borrower is responsible for backing up and removing all personal data and software. Returned laptops will be re-formatted and re-imaged and All personal data, documents and changes made during the loan period will be lost with no possibility of recovery. The College will not reimburse for the cost of lost data or software.

I do hereby verify that I have read and understand the “Laptop Loan Agreement” and I agree to abide by the above terms:

Signature: ___________________________ Date: ___________________________

For AIT Use Only

Return Date: ________________

Return Condition: ________________________________________________________________

________________________________________

FTDL Initials: _______________  Borrower Initials: _______________