

WALLACE STATE

HANCEVILLE • ONEONTA

Student Technology Loan Agreement

PURPOSE:

Wallace State Community College (WSCC) seeks to provide all students with access to technology to ensure their success, as a means to promote achievement, and to provide diverse opportunities during the educational experience. This policy provides guidelines and information about the limitations of the use of these resources. In addition to this policy, the use of any school computer, including laptop computers, also requires students to abide by the Wallace State Community College ***Policy for Acceptable Use of Technology Resources*** stated in the most recent college catalog. Additional rules may be added as necessary and will become a part of this policy.

TERMS OF THE REQUIRED USE AND INTERNET SAFETY POLICY

Specifically, the student will adhere to these guidelines each time the Internet is used at home and on campus at the institution:

1. Will make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location. Files stored and information accessed, downloaded, or transferred on district-owned technology are not private.
2. Will use appropriate language in all communications avoiding profanity, obscenity, and offensive or inflammatory speech. Cyberbullying, such as personal attacks and/or threats on/against anyone made while using district-owned technology to access the Internet or local institution networks, is to be reported to responsible institution personnel. Rules of netiquette should be followed in conducting oneself in a responsible, ethical, and polite manner.
3. Will follow copyright laws and should only download/import music or other files to WSCC owned technology that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.
4. Will not attempt access to networks and other technologies beyond the point of authorized access. This includes attempts to use another person's account and/or password.
5. Will not share passwords or attempt to discover passwords. Sharing a password could cause the primary user to become liable if problems arise with its use and subject to disciplinary action.
6. Will not download and/or install any potentially harmful programs, files, or games from the Internet or other sources onto any WSCC owned technology. This includes the intentional introduction of computer viruses and other malicious software.
7. Will not tamper with computer hardware or software, engage in unauthorized entry into computers, vandalize or destroy the computer/computer files. Damage to computers may result in criminal charges.
8. Will not attempt to override, bypass, or otherwise change the Internet filtering software or other network configurations.

9. Will not use materials or attempt to locate materials unacceptable in an institutional setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials. The criterion for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the institution's media center. Specifically, all WSCC-owned WSCC technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials (files).
10. Will keep laptop secure and damage free. Follow these general guidelines:
 - Do not loan your laptop or charger and cords.
 - Do not leave the laptop in a vehicle.
 - Do not leave your laptop unattended.
 - Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.
 - Do not allow pets near your laptop.
 - Do not place the laptop on floor or in sitting area such as couches or chairs.
 - Do not leave the laptop near the table or desk edges.
 - Do not stack objects on top of your laptop.
 - Do not leave the laptop outside or use near water such as a pool.
 - Do not check the laptop as luggage at the airport.
 - Do not put stickers or labels directly on the laptop surface.
11. You are responsible for the equipment issued:
 - If an item (Laptop or Power Adapter) is stolen while in your possession, WSCC will issue you a replacement, but only if provided a Police Report within five days of the loss.
12. Transporting or moving your laptop
 - Students must transport laptops with care.
 - Never move a laptop by lifting from the screen. Always support a laptop from the bottom
 - Do not place anything in your backpack that presses against the laptop cover.
13. You are ultimately responsible for backing up all personal files.
14. A detailed **Technology Acceptable Use Policy** (AUP) can be found in the college catalog on the WSCC website for your review. Students are required to understand and comply with this policy. Failure to comply could result in disciplinary action.

By signing this policy, you agree to abide by the conditions listed above and assume responsibility for the care and proper use of WSCC technology, including backing up personal data. WSCC is not responsible for any loss resulting from delays, non-deliveries, missed deliveries, lost data, or service interruptions caused by user errors, omissions, or reasons beyond the institution's control. Information obtained via the Internet and other sources using WSCC technologies is not guaranteed as to its accuracy or quality. I understand that should I fail to honor all the terms of these guidelines and the AUP, my laptop computer may be recalled.

*This agreement provides for the use of the loaned technology while enrolled as a Wallace State student. **By signing this agreement, you agree to abide by the conditions listed above and assume responsibility for the care and proper use of WSCC technology including backing up personal data when returning the laptop within two weeks of your last day of enrollment at the institution. Failure to return the technology may result in a hold on your Wallace State student account.***

_____	_____	_____
Student Printed Name	Student Number (A#)	Student Signature
_____		_____
Description of Item (s) (Library Call Number)		WSCC Inventory #
_____		_____
WSCC Staff/Administrator		Date Signed

Acer and DELL Laptop Checkout Information for Library

Street Address with City, State, and Zip Code _____

Cell Phone Number and Provider _____

WSCC Student Email Address _____

Computer Barcode Number _____