



Laptop Loan and Acceptable Use Agreement

To be completed by the student:

Please initial, sign and date below:

- I understand that this laptop must be secured at all times.
- I understand that I am responsible for maintaining the confidentiality of any data accessed on this laptop.
- I will return this equipment to the Campus Manager or their designate as a result of my change of status.
- I understand that this laptop will be my primary computer for use by me in my classroom or assigned work area.
- I agree that I am accountable for the property listed above, and that I must exercise reasonable care in its safekeeping. The equipment is owned by Taylor Pro College.
- I will not use the equipment for personal use.
- I agree that loss, theft, or damage to this laptop will be immediately reported to Taylor Pro College Inc.
- Unless I provide a police report for the loss, theft or damage that occurs outside of Taylor Pro College Inc; I agree to promptly provide payment for the full replacement value of the laptop to Taylor Pro College Inc.
- I understand the full replacement value of the laptop is \$1,000.00.

I _____ have read and agree to abide by the Taylor Pro College Ltd. Acceptable Use Policy and Laptop Loaner Agreement.

Student Name Printed: _____ Student Signature: _____

College Employee Witness: _____ Witness Signature: _____

Date: _____ Date: _____

To be completed by Taylor Pro College Ltd. Services Department

Computer Model: _____ Asset Tag #: _____

Computer Serial #: _____

A hard copy of this form must be filed at the school site and in the student's file.