

Laptop Check-Out Rules and Procedures

Students can now check out laptops from the computers lab. The checkout period is a maximum of four hours, and students are to use the laptops on campus only. Beginning with the summer 2007 semesters, you may check out laptops from the S800 lab in the One Main Building at the following times:

Checkout Hours

Day	Laptop Checkout Hours
Monday - Thursday	9:00 a.m. – 9:00 p.m.
Friday	9:00 a.m. – 4:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.
Sunday	Service not available

Laptops can be checked out only during the Laptop Checkout Hours listed above and must be returned within four hours but not later than the Laptop Checkout Hours listed above. Penalties may be applied for returning laptops late. See “Conditions of Participation” below for details.

Equipment
<ul style="list-style-type: none">• Laptop computer with integrated wireless, CD-RW drive and charged battery.• No power cable will be issued.• Laptop carrying bag
Software
<ul style="list-style-type: none">• Microsoft XP SP2• Microsoft Office Professional – Word, PowerPoint, Excel, Access, and Publisher• Microsoft Visio Pro, Microsoft Project, Microsoft FrontPage, Microsoft Visual Studio.Net• Internet Browsers - Internet Explorer, Netscape• Media Players – Real One Player, Quick Time Player, Macromedia Flash Player, Macromedia Shockwave Player, Windows Media Player• Specialty Programs – Adobe Acrobat Reader, WinZip, WS FTP LE, QVT Term, Nero CD Creator• Virus Protection - McAfee Virus Scan• Accessibility software – Jaws and Magic• Utility - Deepfreeze (refreshes the laptop to original state when laptop is restarted) <p>Please note that if you need to save any work that you do on a loaned laptop, you must save it to your own media, such as a CD-R or USB portable drive (referred to as a flash drive, thumb drive, travel drive, or other common name).</p>
Laptop Check-Out Rules
<ul style="list-style-type: none">• Laptops are NOT to be taken off campus. Doing so will be considered theft of University of Houston-Downtown (“University” or “UHD”) property. Individuals caught doing this will be reported to campus police.• Laptops are not to be left unattended. User is responsible for the device and its peripherals the entire time it is in his/her possession.• Maximum checkout time is four hours. Laptops must be returned to the lab where you checked it out by the times listed above.• Laptops are checked out only to currently enrolled UHD students who have official UHD GatorCard with picture. No other form of ID will be accepted. Only one laptop will be checked out per student at any one time.• All damage or malfunctions should be reported to the lab staff.• Student Technology Services and The University of Houston-Downtown are not responsible for files remaining on the laptop once the laptop is returned and are not responsible for loss or damage to a user’s files as a consequence of use of the laptop.

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Laptop Check-Out Procedures

- Student will present his or her official UHD Gator Card with picture to lab personnel.
- Student will sign the Laptop Check-out Rules and Procedures document. This document will remain in effect for the current semester only.
- Student will complete and sign the Laptop Checkout Form each time a laptop is checked out.

Laptop Check-In Procedures

- The laptop will be powered on and checked when it is returned. The student must remain in the lab until the laptop is checked.
- Student Technology Services (STS) Staff will check the laptop and its peripherals to ensure it is in operating condition and that all parts are returned.
- The STS staff member will complete the checkout form for the laptop, noting the following: date and time signed in, whether or not all equipment was returned, and list of any damage noted. The STS staff member will sign on the appropriate line.
- If the laptop is not in working condition or is damaged, the lab staff member must fill out the Laptop Incident Report sheet. If the user caused the problem, the user will meet and discuss the situation with the Manager of Student Technology Services or other full-time staff members.

Conditions of Participation

- Use of the laptop will be in accordance with the University's Acceptable Use Policy (policy number 08.A.04), the Academic Computer Lab Policy (policy number 08.A.05), and other applicable UHD policies, and must also be in accordance with applicable law.
- The student who checks out the laptop is the only person allowed to use it.
- The student will not attempt to fix, open or replace parts on the laptop.
- The student assumes full responsibility and financial liability for the laptop computer issued to him or her from the time it is checked out until the time it is checked back in.
- The student agrees to pay the University of Houston-Downtown for the loss of or damage to any laptop computer and peripherals that are checked out, up to the replacement cost of the laptop.
- If the student returns the laptop after the time that it is due, the student will lose laptop checkout privileges:
 - for 30 days for the first offense
 - for the remainder of the semester for the second offense
 - permanently for the third offense
- If the student returns the laptop 24 hours or more after it is due to be checked in, the student may be charged up to \$100 per day for each day after the date it is due, A hold may be placed on the student's UHD account if the laptop is not returned, and the student may be charged up to the purchase price of the Equipment.
- Failure to comply with these rules and guidelines can cause the student to lose computing checkout privileges, and the student may not be able to register for classes, receive transcripts, or graduate until the amount owed is paid in full.