



## BC Student Guidelines for Daily Use Laptops (as of 09-01-2012).

These guidelines will be reviewed quarterly or as needed and modified by LMC staff. The use of the laptop is a privilege that can be revoked at any time. Each student is responsible for reading the following guidelines:

Bellevue College is providing this Laptop with wireless access to qualified students to assist them in student success. The laptops will be available for check-out from the LMC, Media Center desk in D126.

1. Only students who are registered can check-out the laptops. Staff and faculty may not check out the LMC loaner laptops.

Use of LMC laptops will be in accordance with the BC Acceptable Use Policy as posted on the college website [http://bellevuecollege.edu/lmc/acceptable\\_use.pdf](http://bellevuecollege.edu/lmc/acceptable_use.pdf). The student is responsible for reading the BC Acceptable Use Policy prior to borrowing the laptop. Students are not authorized to install, uninstall, download, or modify any software, application, game, or operating system component in part or whole. File sharing, including downloading of music or video that violates copyright laws is not permitted. Any inappropriate web or email activity can result in loss of the laptop privilege. All activity on this laptop may be monitored and traced.

2. A valid picture ID issued by Washington State, such as a driver's license, must be presented to Media Center staff at the time of checkout.

3. The laptop is checked out for 1 day, and must be returned to the LMC/Media Center desk prior to the end of LMC hours on the day it was checked out. Renewals are not allowed. For information about the Library operating hours, please check the LMC website. <http://bellevuecollege.edu/lmc/info.html#hours>.

4. The laptops are intended for use through BC student wireless network access points only. They should not be taken from the main campus for any reason. By signing this form you also agree not plug this into any network port on campus or it will disable the laptop.

5. If the laptop is not returned on time, the student will be charged an overdue fine of \$20.00 each hour; the laptop is not returned to the Media Center Desk (*Max to not exceed the replacement of the laptop. \$1000.00*). In addition a block will appear on the student transcript that will prevent her/him from registering for the next quarter until the fine is paid.

6. Students who lose or damage the laptop will be charged the replacement value of the computer currently \$1,000.00. Non-payment will result in disciplinary action pursuant to the Student Conduct Code by the college. Theft by leaving the laptop unattended, failing to secure it, leaving it in an unlocked car, bus, etc. will also result in the full replacement cost being paid by the student.

7. Students should save all their work "files on their portable USB drive."

8. In case of a problem with the laptop, it will be returned to the Media Center as soon as possible and LMC staff will be informed of the equipment problem. Non-accidental damage repair costs may be charged to the student.

9. I have read all of the above regarding the Learning with Laptops Program and I hereby acknowledge and agree to abide by all conditions. In addition, I hereby agree that:

- I have read and agree to abide by the conditions of the BC Acceptable Use Policy.
- I accept responsibility for any damage or neglect that may result from using the laptop which includes monetary damages.

10. There are a limited number of laptops available. BC does not guarantee availability of the computers at all times.

11. LMC/Media Center staff will not provide any training in the use of the laptop or software.

12. The laptop is setup with a generic, local login which will provide access to the BC open wireless network. This login will be provided when the laptop is checked-out to the student.