Minnesota West CTC Student Chromebook Loaner Agreement

This temporary Chromebook loaner program is intended for those students who do not have access to technology to access online teaching applications such as D2L, Zoom, Mediaspace, etc. Please contact a campus Resource Specialist to coordinate this loan agreement, 800-658-2330.

Verify the student by photo ID (college issued ID or State issued ID) and fill out all information about student and device:

- Student StarID: _____________________  State Asset Tag: _____________________
- Student e-mail: _____________________  Student phone number: _____________________
- Checkout date: _____________________  College Staff: _____________________

Return date (within 10 days of last day of the semester): ____________

Borrowers’ responsibilities

- Never leave the laptop unattended in a place where others might find it (car, coffee shop, etc.).
- Never let others (including children) use the laptop, the laptop is assigned to a single user.
- Files left on the laptop will be permanently deleted. Consider saving in an alternative location.

Returning the laptop

1. Return the laptop and power cord/adapter in the same condition as you received them on or ____________.
2. You must return the laptop directly to the college I.T. Department and college I.T. staff. No exceptions.
3. The laptop will be considered returned after the IT staff determines it is free from damage.

Replacement and repair costs

- If the laptop is lost, stolen, or not returned for any reason while checked out to you, you will be charged the full replacement cost of $330.00.
- If the laptop and/or power cord/adapter are damaged while checked out to you, you will be charged the full cost of repairs (including labor), up to the full replacement cost of $330.00.
- Students who owe money for replacement and/or repair charges will not be able to graduate, register for courses, obtain transcripts, or borrow Library resources until the charges are paid in full.

Disclaimer

Minnesota West nor MinnState assume responsibility for viruses, malware, loss of data, or damage to devices plugged into the laptop. The college I.T. Dept staff can provide only limited technical support for the laptops.

I understand and agree to all of the above information.

Print Student Name: _____________________

Signature of Student (Checkout): _____________________  Date: _____________________

Signature of Student (Return): _____________________  Date: _____________________

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