Overview of Student Responsibilities – Laptop Distribution

Babson College provides students with the use of a laptop (1) during a student's matriculation as a participant in a summer program at the College. The use of the laptop is subject to the terms and conditions set forth below (Terms of Use, Terms and Conditions Acceptance Statement, and Reporting Lost, Stolen or Damaged Laptops).

Some important points about the program are:

- Your laptop has been issued for academic purposes. You are expected to comply with all Babson rules and policies when using it.
- The laptop you have been issued is the property of Babson College, and it must be returned when you leave Babson for any reason. (Leaving Babson includes: Withdrawal, Suspension, Expulsion and End of Summer Program) Failure to comply will result in a $2000 charge.
- You are responsible for all costs associated with damage (2) to the laptop, with the following caveats:
  - The manufacturer's warranty will protect you against defects in the product;
- You must report any loss or damage immediately to the IT Service Center according to established procedures listed below.
- You understand that it is your responsibility to backup all data stored on the computer and to comply with all software licensing.
- You are required to produce your laptop in a timely manner when requested to do so by the College for any reason.

Terms of Use

As with all other aspects of college life, there are comprehensive rules and policies that govern computer usage. Those rules and polices include, but are not limited to, the Computer Code of Ethics. Copies of these can be found on the Babson College website at http://www.babson.edu/offices-services/itsd/support-services/policies/Pages/code-of-ethics.aspx Students will also be bound by the terms and conditions of the licenses for the software that is provided with the laptop. Non-academic commercial use of the laptop violates College software licenses and is strictly prohibited. Babson College complies with all Federal and State laws regarding protection of copyrighted material, and will respond to all lawful requests for information regarding violations of copyright. Each student is responsible for the care and safekeeping of his or her laptop. Each student (and his/her parent, if the student is under 18) is also responsible for any loss or damage to the laptop up to the full replacement value of the laptop per incident. The laptop must be kept in good working condition and, when necessary, must be repaired through the IT Service Center.

Terms and Conditions Acceptance Statement

I (and my parent, if I am under 18) have read the Student Laptop Agreement and agree to abide by the terms and conditions as set forth in this document.
Specifically, I acknowledge that the laptop is the property of Babson College (or that Babson College is leasing the laptop for my use) and that I have no right to use or possess the laptop except as stated herein. If I am not enrolled in, I am suspended from or I leave Babson College at any time for any reason, and when my summer program is over, I agree to return the laptop promptly to the IT Service Center/Program Administrator in good working order and condition.

**In accepting this laptop I acknowledge that I am ultimately responsible for the care of this equipment. I understand that I am responsible for all deductibles and for any charges for damage or loss beyond those covered by warranty or other protections.**

1. Laptop in this document refers to the actual laptop computer in its entirety, and any other peripherals, software, or attachments furnished by Babson College at the time of distribution or any time thereafter.
2. Damage includes anything that is not covered by the manufacturer's warranty.

There is a charge for parts and labor for each damage claim and a $500 charge for each theft claim. You (and your parent if you are under 18) are responsible for payment of all charges which will be billed to your Babson account.

Please note that protection does not cover damages or loss incurred by leaving the laptop in an unlocked car, or damage caused by giving or loaning your laptop to another person. In those circumstances, you will be responsible for the full costs associated with any loss or damage. Additionally, damage caused by negligence or malice will not be included in the protection.

**Reporting Lost, Stolen or Damaged Computers**

If you believe that your laptop has been lost or stolen:

- a. Immediately notify your local law enforcement agency. If you are on campus, the Babson Public Safety Department x5555 is your local agency. Be certain to get a copy of the theft report.
- b. Immediately notify the IT Service Center at x4357.
- c. The IT Service Center will issue you a new laptop after receiving notice from Public Safety that a theft report has been filed.
- d. A $500 charge will be billed to your Babson account.

If your laptop has been damaged:

- a. Bring your laptop to the IT Service Center in Horn 220.
- b. The Service Center staff will diagnose the problem. If necessary, you will be issued a loaner laptop ("Loaner"). (Your use of a Loaner is subject to the same terms and conditions as applied to your use of the laptop initially delivered to you.)
- c. The Service Center will first submit the laptop for repair under the manufacturer warranty. If the damage is not covered under the warranty, the Service Center will charge you the actual cost for parts and labor needed to fix the damage.
- d. Repairs may take up to 24 hours to complete, whether covered by warranty or not.

___________________________ __________________________ ___________
Signature    Printed Name    Date

___________________________ __________________________ ___________
Signature of Parent (if under 18)    Printed Name of Parent (if under 18)    Date