



## LAPTOP AGREEMENT

### Overview of Student Responsibilities

Babson College provides students with the use of a laptop <sup>(1)</sup> during a student's matriculation as an undergraduate 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, Insurance Coverage 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: Graduation, Leave of Absence, Withdrawal, Suspension and Expulsion.) Failure to comply will result in up to a \$2000 charge.
- You are responsible for all costs associated with damage 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 back up 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.
- You are required to exchange your laptop when required to do so by the College for a

newer model. **Terms of Use**

As with all other aspects of college life, there are comprehensive rules and policies that govern computer usage. Those rules and policies 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/itsc/about/policies/Pages/default.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 its 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 is also responsible for any loss or damage<sup>2</sup> 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 have read the Student Laptop Agreement and agree to abide by the terms and conditions as set forth in the 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 am on a leave of absence from Babson College at any time for any reason, the laptop must be returned within 30 days to the IT Service Center in good working order and condition, else I will be billed \$2000 for the cost of the laptop.

**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, including accidental or intentional damage.

### Laptop Insurance

#### **Insurance Coverage and Deductibles**

There is a \$500 deductible for each damage claim and a \$500 deductible for each theft claim. You are responsible for payment of all deductibles which will be billed to your Babson account.

Damages are assessed and determined by the IT Service Center and may be assessed after your laptop has been returned.

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. If a claim for theft is approved, a \$500 deductible 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. If the damage is assessed and determined by the IT Service Center, the cost of the replacement part(s), up to a \$500 deductible will be billed to your Babson account. This does not include damage that is the fault of manufacturer defect.
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