

STUDENT UNION INFORMATION CENTER LAPTOP USE POLICY

ALL STUDENTS CHECKING OUT LAPTOPS PLEASE READ THE FOLLOWING:

1. These laptops are to be used solely by CWU students for a period of **(2) hours or less**. The laptops must be returned to the Student Union Information Booth, no later than the close of operation. Please note operation hours.
2. During busy hours, there is no guarantee a laptop will be readily available, please schedule homework and coursework accordingly and note the hours of computer labs across campus.
3. A late fee is applied for laptops exceeding the **(2) hour** period. **\$20.00/hr, \$15.00/quarter hr, with a maximum of \$100 for each day**. Laptops not returned before the end of closing will be charged the maximum amount to replace the laptop and will be charges to the student's account.
4. Students are to accept **FULL** responsibility for any damage to the laptop or network regardless of user. **DO NOT LET OTHER'S USE YOUR LAPTOP OR LEAVE UNATTENDED.**
5. The student shall reimburse Central Washington University the cost of repairing or replacing the checked out laptop or accessories if they are lost, stolen or damaged.
6. Printing is available and can be retrieved from the Information Booth. You are allowed to print **10** pages per laptop checkout session. If you need to print more than **10** pages please let the Information Center Attendant know ahead of time.
 - Employees have the right to cancel any print job they deem excessive or infringing on other print jobs during busy hours.
 - Please do not use the printer as a means to make copies. A copy machine is located in front of the CWU Wildcat Shop.
7. Compliance with University rules regarding computer use is **MANDATORY**. Failure to comply with policies governing laptop use will result in loss of privileges. Users must not:
 - a. Copy any copyrighted software provided by CWU. It is a criminal offense to copy any software that is protected by a copyright.
 - b. Use licensed software in a manner inconsistent with the licensing arrangement.
 - c. Copy, rename, alter, examine, or delete the files or programs of another person or CWU without permission.
 - d. Use a computer to annoy others, including, but not limited to, sending offensive messages, or knowingly causing a system crash.
 - e. Create, disseminate, or run a self-replicating program ("virus"), whether destructive in nature or not.
 - f. Use a computer for non-university work, such as for private business, or clubs not sanctioned by CWU.
 - g. Engage in peer-to-peer activities.
 - h. Tamper with switch settings, move, reconfigure or do anything that could damage terminals, computers, printers, or other equipment (such as spilling drinks or food on computers).
 - i. Collect, read, or destroy output other than your own work without the permission of the owner.
 - j. Use the computer account of another person with or without their permission unless it is designated for group work.
 - k. Use software not provided by CWU in the lab unless the student is legally authorized to do so.
 - l. Access or attempt to access a host computer, either at CWU or through a network, without the owner's permission, or through use of log-in information belonging to another person.
8. The student is responsible for **any and all** illegal activities performed on this laptop.
9. Please initial the following:
 - _____ I agree that laptop is to be returned within two hours and late fees are applicable.
 - _____ I accept full responsibility for any and all damage and/or work performed on the laptop/network.
 - _____ I have read the CWU Scheduling Center laptop use policy above and I agree to abide by it.

*******IMMEDIATELY REPORT THEFT, LOSS OR DAMAGE*******

BY SIGNING YOU AGREE TO ABIDE BY THE CWU LAPTOP USE POLICIES ABOVE:

PRINT NAME _____

STUDENT I.D. _____

SIGN HERE _____ **DATE** _____