Laptop Checkout Request

LAPTOP INFORMATION

LAPTOP BRAND/MODEL: _____

OIT TAG#_____

SERIAL NUMBER: _____

USER INFORMATION

NAME: _____

Graduate Student, Faculty, or Staff?: _____

EMAIL: _____

Comments: _____

Department Use Only: Student ID#(Students Only): _____

Accessories Issued (Check All That Apply):   Laptop Case   Power Cord   External Mouse   Other_____

Date Issued:_____   Staff Initials: _____   Chair Initials: _____

Date Due: _____   Staff Initials: _____   Chair Initials: _____

Laptop Check-Out Policy

The Department of Spanish & Portuguese provides Laptop Check-Out as a service to Department of Spanish and Portuguese staff, faculty, and currently enrolled graduate students. The Department laptops are meant as a temporary solution so that graduate students and faculty can complete their teaching duties or other University business when they encounter a technical problem with their own computer. The individual checking out the computer should identify a permanent computer solution as soon as possible.

1. Laptops are to be checked out in-person. Laptops must be returned by the person who checked it out.
2. The two newer laptops- one designated for graduate student use and one designated for faculty use, barring extenuating circumstances- may be checked out for up to two weeks. The older two laptops may be checked out for up to four weeks. Explanation for length of checkout should be explained in the "comments" section of the form.
3. An individual may only check out one laptop at a time.
4. Laptops must not be left unattended. The user is responsible for the device and its peripherals during the entire time that it is checked out under the users' name.
5. The user listed on this application is responsible for any damage, whether intentional or accidental. A user who returns a laptop late or damaged will not be allowed to check out additional laptops from the Department.
6. It is recommended that users save their data to an external data source (such as a USB Drive). The Department of Spanish and Portuguese or the Office of Information Technology will not be responsible for lost data.
7. All laptops are subject to the terms of the University of Colorado Acceptable Use Polices (www.colorado.edu/policies/acceptable-use-cu-boulders-it-resources) whether on or off campus.
8. Laptops should be used on a flat solid surface. Position the power cord as to not strain the plug ends. Laptops should not be exposed to extreme temperatures or liquids. If stolen or damaged immediately notify the Department of Spanish & Portuguese and the CU Boulder Police Department (if necessary).
9. All users MUST return the laptop by the date specified. After 15 days the laptop past the due date, the laptop will be declared lost and the cost of replacement will be assessed against the user.
10. Laptop users are required to fill out a check-out form containing personal information, signature, duration of use, confirmation or release by office staff, and approval by Department Chair.Staff will ensure that the users can log on and access all necessary functions on the laptop.

Additional Resources

- Graduate students who need assistance with purchasing equipment during Covid-19 to complete their teaching/course work should look into the Student Emergency Fund **here**

- The Office of Diversity, Equity, and Community Engagement has a computer equipment support program for students who may not have financial resources to rent a laptop **here**

- TTT faculty and instructors are eligible for a new computer every four years per the **Faculty Computer Purchase Program (FCPP)**

- **CU Bookstore Computer Rentals**

Statement of Agreement:
I (the User) have read, understand, and will comply with the policies listed above.

Signature: _____   Date: _____

Print Name: _____