

Last Name _____ First Name _____
(Please Print) (Please Print)

Student ID Number L _____ Phone/Cell _____

Personal Email Address: _____

Staff Use:

☐ **ESL** ☐ **ABSE** L# verified ☐ **Yes** ☐ **No** Chromebook/iPad Tag number _____

Staff initials: _____

Lane Community College Equipment Use Agreement

I, undersigned, am a currently enrolled student at Lane Community College, and agree to use the listed computer equipment with charger in accordance with the following stipulations and regulations:

1. I am currently enrolled in classes through December 9, 2022
2. I have no outstanding balances with the College.
3. _____ **(Initial)** If the equipment or charger is damaged beyond normal wear and tear, but can be repaired and restored to its original condition, I will pay for the restoration and repairs up to **\$75**.
4. _____ **(Initial)** Returning damaged equipment that is beyond repair, or failure to return equipment on or before the due date, will incur charges of **\$275** posted to my student account.
5. Failure to pay fines may result in my account being submitted to a collection agency for further collections actions. Additional collection fees will be added to the amount due.
6. I understand that this equipment should only be used for LCC academic coursework and in accordance with LCC and ABSE/ESL policies, procedures, State and Federal law:
 - a. Just like in the computer lab, no food and drinks are allowed around the chromebook.
 - b. Chromebooks are LCC property, protect it from loss, theft and damages.
 - c. Keeping the keyboard and screen clean.
 - d. The LCC Internet Use Policy forbids the display or download of obscene, pornographic, or harassing images.

A hold will be placed on my student account, which will prevent any further registration activity including adds and drops, access to grades and transcripts, and other college services if at any time the above stipulations are not met.

The equipment **must** be returned to the **instructor it was borrowed from** on time and in as good condition as when received except for normal wear and tear. LCC is not responsible for damage to any removable disk or loss of data that may occur due to malfunctioning hardware or software. Equipment may not be returned to any book drop.

Equipment checkout privileges may be denied to people who abuse equipment, repeatedly return equipment late, or in any way limit access to other students enrolled at Lane Community College. Continued use of this equipment is contingent upon renewed enrollment.

DUE DATE: The due date for the return of this equipment is the last day of attendance or the last day of the term for Fall Term 2022.

I have read this entire document and my signature below indicates my agreement with the above statements.

X _____ Date: _____
(Student's Signature)