

Student Support Services Laptop Checkout Policy & Guidelines

Student Support Services are happy to offer you access to a laptop computer. This is the only laptop computer available from the SSS program for student use. Please be conscious others may also want access to a laptop. Failure to return the item on time will result in you losing this privilege for the remainder of the semester. To check this item out you are required to read the following;

- You must be an active member of the SSS program
- You may use the laptop computer for a period of up to 48 hours before re-check. If no one else has requested the item it can be taken straight back out for a supplemental period. Weekends will be: (Fri 4:00pm thru' Mon 8:00am).
- Headphones may be used for sound. Please keep the volume at a level that will not disturb other patrons who may be studying.
- Installing software on a computer owned by Simpson College is not allowed.
- You will be loaned a flash drive for data storage, please do not save critical information on the computer as it will be re-imaged and the formatted on a regular basis.
- Viewing pornographic material as well as intentionally and unnecessarily exposing others to material they may find personally unsuitable is strictly prohibited. Transmitting inappropriate images, sounds, or messages to others that might reasonably be considered harassing is also strictly prohibited. Harassment is defined as the creation of an intimidating, hostile or offensive working or educational environment.

Failure to return the item on time or violation of any of the guidelines will result in you losing this privilege for the remainder of the semester.

I understand that in taking the laptop out of the SSS office, I become responsible for the care and security of the laptop. If the laptop is damaged or lost, I am responsible for paying all the necessary cost of restoring or replacing it.

NAME: _____

DATE OF USE: ____/____/____ to ____/____/____

SIGNATURE: _____

PHONE # _____ E-MAIL: _____

REQUEST DATE: ____/____/____

Laptop has been inspected and is in proper working order.

(This is derived from Simpson's Public Use Policy and Dunn Library's Statement of Responsibility)