



# Laptop Lending Policy

(Version 2; June 2020)

SCPa Works, at its discretion, will make laptop computers available for lending use for participants to assist in job seeking activities, educational advancement, networking, and document editing needs. Laptops are provided according to availability.

Using a laptop provided by SCPa Works indicates agreement to the terms of the Laptop Lending Policy and **Use of Communications and Computer Systems** policy.

## Eligibility

Laptops are available on a first-come, first-serve basis. The borrower must be at least 13 years of age or older. Borrowers between 13 and 17 years of age must have parental permission to check out laptops.

To check out a laptop, the borrower must present the following: 1) PA CareerLink Participant ID number; 2) a valid Pennsylvania driver's license.

A participant's eligibility to borrow a laptop may be revoked at any time should they violate the policy or fail to return equipment.

## Borrowing Procedure

Borrowers will be asked at check out to examine the laptop with a staff member. The borrower will be provided with a checklist to be certain that all equipment is operational. Users will sign the Laptop Lending Policy and **Use of Communications and Computer Systems** agreements.

At the time of borrowing, a check-in date will be established. The laptop must be returned to SCPa Works by the check-in date to avoid penalty.

At the time of check-in, the borrower will be provided a checklist to verify the condition of the laptop. Any damages or questionable material found should be immediately reported to staff.

## Usage

The borrower must not leave the laptop unattended in public spaces. The borrower will take the necessary precautions to prevent damage to the laptop from physical and environmental threats. All stickers on the laptop (asset tags, serial numbers) are not to be removed or damaged. Borrowers are responsible if the laptop is stolen, lost, or damaged during their lending period.

The laptops may not be used to engage in illegal activities or any activities that violate the SCPa Works **Use of Communications and Computer Systems** policy.

No software may be duplicated, removed, or installed from/on the laptops.

Any file(s) downloaded or copied to the laptop will be automatically removed and cannot be recovered after the laptop is returned.

## Penalties and Liability

In the event that the laptop is damaged, stolen, or lost during the lending period, the borrower assumes full responsibility and fiscal liability for all costs associated with damage to the laptop and its peripherals. If a laptop is stolen, the borrower is responsible for submitting a police report to SCPa Works.

Failure to follow the terms of this agreement could result in termination of services from SCPa Works and its affiliates.

SCPa Works' IT Department will assess any laptop issues or damages and charge the borrower accordingly.

Current penalty charges include:

<b>Damage/Loss</b>	<b>Cost</b>
Battery	\$75
RAM	\$100
Hard Drive / SSD	\$300
Optical (CD) Drive	\$200
AC Adapter / Power Cord	Replacement cost
Screen/display	Replacement cost
Damaged/vandalized laptop	Repair/replacement cost
Lost or stolen laptop	Replacement cost

I verify that I understand the penalties incurred should the laptop or its peripherals be damaged, stolen, or lost in my care.

Initials: \_\_\_\_\_

## Troubleshooting Problems and Questions

Borrowers are expected to be self-directed in the use of their laptop. If problems are experienced, borrowers are encouraged to ask relevant staff members. The borrower will be financially responsible for any damage to a laptop if he/she tries to troubleshoot problems and damage occurs.

## Disclaimer

SCPa Works is not responsible for damage to any removable media (e.g. USB drive, CD) or loss of data that may occur due to malfunctioning hardware or software. Users wishing to save files they have created must save them externally.

SCPa Works is not responsible for any malicious software that may be transferred to or from user storage devices. Laptops use current anti-virus and anti-malware software, but it cannot guarantee protection against all viruses. SCPa Works does not assume responsibility for lost or corrupted files for

any reasons. SCPa Works assumes no responsibility for any damage to the user's personal devices, software, files, and/or equipment.

Tampering with SCPa Works equipment or attempting to access or modify the operating system or any other software or programming, including bypassing security functions, is strictly prohibited and is considered damage to the laptop.

## Agreement

As the borrower of SCPa Works equipment, I certify that I have read and understood the Laptop Lending Policy in its entirety. I understand that I will be fiscally liable for any theft, loss, or damage of the laptop. I understand that violating this agreement may result in termination of services from SCPa Works and its affiliates. By signing below, I agree to abide by the guidelines in the Laptop Lending Policy.

**Name (Print):**

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**Signature:**

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**Date:**

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