

University of St Andrews - School of Medicine Handbook

TERMS FOR LOAN OF SCHOOL LAPTOPS

Terms and conditions for loan of School of Medicine laptops:

1. I confirm that I am a current member of staff or a student at the University of St Andrews – with a valid IT username and password. This will be checked by presenting a valid ID card when collecting the loan laptop.
2. I agree to use the laptop in accordance with the IT conditions of use – by signing the laptop loan agreement.
3. I agree that I will not transfer the laptop to another person and that I will return the laptop personally.
4. I will exercise all due care of the equipment to prevent loss or damage during the period of the loan.
5. I accept FULL RESPONSIBILITY for any loss or damage to the equipment caused by negligence or improper use. 'Improper use' includes using the equipment otherwise than in accordance with the manufacturer's and/or the University's instructions, using the equipment for a purpose other than intended or allowing the equipment out of my control and custody and failing to protect it from loss or damage.
6. I will pay the cost of full repair or replacement if the laptop is damaged or lost, or returned in poor cosmetic condition.
7. I will adhere to the University's regulations regarding computer use.
8. I will not save any work to the laptop's hard drive. Save all work to a USB or network file space. All files on the hard drive of the laptop will be deleted and cannot be recovered.
9. All equipment will be returned at the time stated on this form.
10. In the event of a problem with the loan laptop, I will contact the School of Medicine IT Service – making it clear that the laptop is a loan item. I will not attempt to fix any hardware problems myself as this could invalidate the warranty.
11. All laptops remain the property of the University of St Andrews, School of Medicine – and the University of St Andrews, School of Medicine reserves the right to invoice for the full value of the laptop should it be damaged or not returned as per the agreed return date/time.

Borrower's name:			
Borrower's username:		Contact telephone Number:	
IT Reference:		Laptop number:	
Date of issue:		Laptop issue time:	
Date to be returned:			
Borrower's signature:		Date:	
Signed OUT by (IT staff):		Date:	
Signed IN by (IT staff):		Date:	