

Berea College
Universal Access Program



"Empowering a Dynamic Generation through Education."

**Student Participation Agreement and
Network / E-mail / Web Account Application**

Participation in the Berea College EDGE student laptop computer program is required of every Berea College student, whether full or part time, degree-seeking or not. Every student must sign this agreement prior to being issued a laptop computer or a network/e-mail/web account at the college. **Please read it carefully before signing.**

Responsibilities

I accept the laptop computer, associated peripherals (removable battery module, removable optical drive module, AC Adapter, etc.) and software (system restore CD, driver CD, etc.) for use in connection with my affiliation with Berea College. I understand that I may not sell, lease, or otherwise grant anyone rights to the laptop computer or the software unless and until the computer is transferred to my personal ownership upon my graduation from the College and completion of transfer or ownership documents. I will adhere to the Berea College Computer and Network Policy, the Berea College Web Publishing Policy, the Berea College Information Systems and Services Network Usage Guidelines and all other rules and regulations governing the use of this laptop computer and other information technology resources.

I affirm that the laptop computer is in good working condition except as noted in the space provided on the signature page of this Agreement. I realize that I am fully responsible for the laptop computer until it is returned to the Information Systems & Services department (IS&S) at Berea College. I agree to promptly inform IS&S of damage to or loss of the laptop computer, and, in the event of a loss, I agree to fully cooperate with Berea College in filing a police report and in any ensuing investigation. Such cooperation does not, however, relieve me of my financial responsibilities as described in the following paragraphs.

I understand that the laptop computer has been provided with virus protection software and I agree to keep the anti-virus patterns up to date.

Loss and Damage

I understand that I will be held responsible if the laptop computer is lost or stolen and I will be charged the current value of the computer per the schedule published by IS&S. I also understand that, should damage occur to the laptop, I will be assessed a fee per occurrence plus the cost of replacement parts per the schedule published by IS&S. I agree to bring my laptop computer to IS&S for any needed repairs unless I am directed by IS&S in a specific instance to arrange for repairs at another location.

I understand that in the event of an accidental loss or theft of my laptop computer, I may be able to recover all or part of the replacement fee through homeowner's, renter's or other private property insurance. I acknowledge that it is my responsibility to make suitable arrangements with my insurance carrier.

I understand that, should my laptop computer need repairs, I may check out a temporary replacement laptop computer. This temporary replacement laptop computer will be subject to the same terms and conditions as my regularly assigned laptop. Further, I understand that IS&S will notify me when the repairs on my assigned laptop are complete, at which time I will have three work-days to return the temporary replacement laptop and to collect the repaired laptop. If I do not return the temporary replacement laptop within the three-day period, I understand that I will be charged a fee per the schedule published by IS&S for each additional day that the temporary replacement laptop is checked out.

Travel

I understand that if I travel in connection with my college studies I may take my laptop computer with me, store it in a safe place of my choosing or turn it in to IS&S. If I turn it in to IS&S I acknowledge that when I return from my travels I will be issued a computer similar to the one I turned in but I will likely not receive the same computer and my files will not be preserved by IS&S. If I travel with the laptop, I understand that some services may not be available to me including but not limited to network access, software use, repair services and support services. I recognize however that when traveling I am still responsible for the laptop computer issued to me just as I would be if I were on campus and that fees associated with laptop loss and/or repairs are still in effect. I further agree that if my travel situation makes me unable to return the laptop computer to IS&S in person when it is due I will be responsible for shipping the computer to Berea College at my expense.

Provided Media

If I have been provided with a system restore CD or other software CD's it is my responsibility to keep those CD's in a safe location. I understand that they are specific to my computer, are not authorized for use with any other computer, and cannot be replaced by IS&S if they are lost. I acknowledge that IS&S has recommended that I make a backup copy of the CD's in case the originals are lost or damaged.

Terms of Use

I acknowledge that the computer is provided for my use only while I remain enrolled as a student at Berea College. If I cease enrollment at the College, whether by withdrawal or leave of absence, I will return the computer to IS&S within 72 hours of my status change. **I am aware that if I fail to return the laptop within 72 hours of my status change, my Berea College transcripts will be placed on hold and my account will be charged the value of the computer at the time of my status change per the schedule published by IS&S.** I understand that if I offer to return the computer after those actions are taken, the College will, at its discretion, accept or decline the return. I also understand that if the return is accepted, the transcript hold will be removed but my account will be credited by only the value of the computer at the time of the return per the schedule published by IS&S.

I understand that if I am a part-time student or a non-degree-seeking student, my enrollment will end on the last day of the semester for which I'm enrolled, at which time I must return the laptop computer to IS&S as specified above.

I understand that my laptop computer will become my personal property only upon graduation and upon completion of necessary transfer of ownership documents. If, for whatever reason, I cease enrollment at Berea College without graduating, I will return the laptop computer to IS&S as specified above.

In the event (i) I return a laptop computer to IS&S due to my ceasing enrollment, or (ii) I return a temporary replacement computer, I agree that the computer will be returned in the same condition as when it was assigned to me except for ordinary wear. If any components are found to be missing or damaged when I return the laptop computer, I understand that I will be charged a fee plus the cost of replacement parts per the schedule published by IS&S.

Network Access, E-mail and Personal Web Space

I understand that I will be given a network ID and password which will provide me with access to the Berea College network and related resources, and an e-mail account and limited personal web publishing space for my use while enrolled at Berea College. I accept responsibility for all actions taken and messages sent from my account, and for all material posted to my personal web space. I understand that e-mail, personal web space, and other network resources are provided primarily for academic purposes, and that storage space is limited. I agree to comply with local, state and federal laws regarding the use of electronic media, copyrights, security, pornography, obscenity, privacy and harassment, and to refrain from propagating chain letters, virus hoaxes, and other inappropriate mass messages (e.g. "spamming").

Data Backup

I will take responsibility for backing up all of my data files and other personal objects or programs. I understand that, should repairs be necessary or when I must return the laptop computer, data will not be recovered for me nor will data transfer services be available. I realize that during repair, the laptop computer hard drive may be erased and reloaded to its original configuration, and that I will be responsible for restoring any data files, customized settings and personal objects or programs.

Limitations of Liability and Changes to Policy

I accept the computer "as is." In no event shall Berea College be liable to me or my guardian, personal representative, or heirs for any incidental, special, indirect or consequential damage of whatever nature arising out of any claim, whether in contract, tort or otherwise, alleging the College's failure to perform its obligations under this Agreement or its breach of any duty, common law or otherwise, owed to me. I understand that Berea College reserves the right to make amendments to this agreement when changes are made to policies regarding the student laptop program or to end the laptop program entirely at anytime.

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Acknowledgement and Acceptance**

I have read, understand and will abide by the requirements outlined in the Student Participation Agreement and Network/E-mail/Web Account Application and the Berea College Computer and Network Policy, and I acknowledge that a laptop computer and associated peripherals have been checked out and issued to me.

Signature

Date

Please print.

Full First Name

Full Middle Name

Full Last Name

Preferred First OR Middle Name

Service Tag (from the bottom of computer)

Student ID Number

College PO Box Number

On-campus Phone Extension

Please note below any defects or damage to the condition of this computer.

Please fill out all information, sign and return to a Berea College IS&S representative.