

**College of Computing and Digital Media**  
**DePaul University**  
**Computer Equipment Loan Access and Use Policy**  
September 1, 2021

To help students who need a computer or tablet to effectively participate in academic activities, CDM is offering a Laptop/Tablet Loaner Program for the 2021-2022 year. CDM students may request the loan of a laptop or drawing tablet to keep during an academic quarter if they do not have access to adequate technology to effectively participate in the online courses and/or complete related coursework. The computers available for loan include 15-inch and 16-inch MacBook Pro laptops, Windows laptops, and WacomOne tablets.

### **Eligibility**

The program is meant for students who have no access to computer technology and have limited financial resources. Eligible students must be enrolled in a CDM undergraduate or graduate program. Students must be in good academic standing and enrolled in at least one CDM course during the academic quarter in which the equipment will be used. A subset of computers may be reserved for students enrolled in specific courses.

### **How to submit a laptop loaner request**

Starting in Fall 2021, students who want to request a CDM loaner laptop must submit an online reservation at [WebCheckout](#). Laptops will be assigned on a first come, first served basis. Pick-up and returns will be processed through the [Loop Equipment Center](#). For questions specific to the reservation system [WebCheckout](#), students can contact the Loop Equipment Center (cdmequipment@cdm.depaul.edu, phone: 312-362-5733).

### **Period of Loan**

The standard period of loan for the CDM Computer Equipment loan program is one academic quarter. Longer periods of loan may be accommodated by special request. Requests for extensions of the loan to the following quarter may be granted based on student need and available equipment. A small number of laptops will be available for a short loan period of two weeks. Longer loan periods may be accommodated by special request.

Students must be enrolled in at least one CDM course during the academic quarter in order to be eligible for the loan of the laptop/tablet during that quarter. If the student withdraws from the courses, they will be no longer eligible to keep the loaner and must return it as soon as possible.

### **Acceptable Use**

Students must comply with [all the DePaul policies related to the use of software, technology, and data as set by Information Service](#). The CDM computer equipment is intended for educational purposes only and should be used for DePaul related course work.

Students may not use DePaul CDM computer equipment for hired work, or in the service of any other company, organization, or person, whether for pay or otherwise. Students may install software on these laptops as needed for academic work.

### **Pick Up and Responsibility for laptops/tablets**

Students who are approved for the loan of the computer or tablet must pick up the equipment at the [Loop Equipment Center](#) located in the Loop campus. Students will receive information on how to reserve a time to pick up the equipment.

- If the loaner is not picked up during the period specified in the email to the student, it will be made available to other students.
- The student listed on the reservation must be present to pick up and return the computer. Students will be asked to show their ID. The laptop/tablet will not be released to or accepted from others.
- The student listed on the reservation will be the only person held responsible for any late fines or repair and replacement fees,
- The student checking out the loaner must inspect all packages to confirm that all items and parts are present and in working condition. Please allow ample time. Any issues must be reported to checkout center staff immediately.
- The student will be responsible for any damage discovered after equipment is removed from the checkout center premises.

### **Equipment Return and Penalties for Late Return**

Students must schedule a return time before the return date listed on the check-out record which may be arranged through the [Loop Equipment Center](#).

- The computer equipment must be returned in its entirety by the return date listed on the check-out record.
- Equipment must be returned clean and fully functional. Checkout center staff will inspect and test equipment. Any missing or damaged items will be reported via email to the student listed on the check-out record.
- Any items or component parts missing upon return will be billed to the student. Please see the Missing and Damaged Equipment section below for details.
- The repair costs for any damaged item will be billed to the student. Please see the Missing and Damaged Equipment section below for details.
- Fines for overdue equipment are billed at \$50 per day.
- Fines are incurred immediately at the time due.
- At 14 days overdue, outstanding equipment will be treated as a theft and both DePaul Public Safety and the Chicago Police Department will be notified.
- The maximum penalty for late return is \$700 (14-day late fine), or the current cost of the item plus a 25% restocking fee, whichever is less.

### **Missing and Damaged Equipment**

A student listed on the check-out record will be held responsible for the loaner replacement if it is not returned or for the replacement of a part that may be missing at the time of return.

- The student will be given 7 days to find and return the missing item(s). Late penalties will apply to students who return missing items within the 7-day period.
- After 7 days, the student will be billed by the Equipment Center Manager for the replacement cost of the item. The student will have 14 days from the date of billing to make payment.
- If an item is damaged while in the student's possession for any reason, the student will be held responsible for the repair costs. The repair provider will be selected solely at the discretion of the check-out center manager. The student will be notified of the repair costs as soon as an estimate is acquired from the repair provider. The student must make payment within 14 days of notification.
- If the total amount of the replacement or repair costs is greater than \$100, the student may request an installment-based repayment plan. Terms of the repayment plans will be determined by the check-out center manager on a case-by-case basis, based upon the amount, the student's expected graduation date, and previous record of mistreatment of equipment.

This page must be printed by the student, signed and dated, and delivered to staff at the CDM Equipment Center. Students will not be allowed to checkout the computer equipment until this is completed.

**Acceptance of Policies and Procedures**

I hereby attest that I have read and that I understand the policies and procedures of the CDM laptop/tablet loaner program as stated in the Computer Equipment Loaner Access and Use Policy. I am also aware that the policies and procedures are subject to change throughout the year and while DePaul CDM will make reasonable efforts to communicate those updates, it is my responsibility to stay informed of those changes.

I agree to abide by all policies stated in the Computer Equipment Loaner Access and Use Policy.

Printed Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_