

Iowa Central Community College
ISSUED DEVICE USER AGREEMENT

Academic Year: 2020-2021

I am a Student at Iowa Central Community College (Iowa Central). I agree to the provisions in this Issued Device User Agreement (Agreement). In this Agreement, I am hereinafter referred to as "Student".

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Applicable only if student is under the age of 18

Parent/Legal Guardian Name (Please Print): _____

Parent/Legal Guardian Signature: _____ Date: _____

This Agreement is made effective upon Student's receipt of a device, software, and related materials including but not limited to a detachable keyboard (hereinafter collectively referred to "Device") issued to Student by Iowa Central and is between Iowa Central and Student and his/her parent or legal guardian (Parent) if Student is under 18 years of age. Student and Parent (if applicable) in consideration of being issued Device solely for use while student is enrolled at Iowa Central, hereby agree as follows:

For Bookstore Use Only

Date Issued	Student Signature	Condition of Device

Device Serial Number

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Date Returned	Student Signature	Condition of Device

1. Equipment 1.1 Ownership:

Iowa Central retains sole right of ownership of the Device and grants permission for Student to use Device according to the terms set forth in this Agreement. Moreover, Iowa Central staff retain

the right to collect and/or inspect Device at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

1.2 Equipment Provided:

Efforts are made by Iowa Central to keep all Device configurations the same. All computers include ample RAM and hard-disk space, software, and other miscellaneous items. Iowa Central will retain records of the serial numbers of equipment issued to Student.

1.3 Substitution of Equipment:

In the event the Device is inoperable, Iowa Central has a limited number of spare Devices for use while the Device is being repaired or replaced by Iowa Central. However, Iowa Central cannot guarantee a loaner will be available at all times to Student. This Agreement remains in effect for such a substitute Device issued to Student by Iowa Central. Student may **NOT** opt to keep a broken Device or to avoid using Device due to loss or damage. If Student forgets to bring Device or power adapter to class, a substitute Device will not be provided to Student.

1.4 Responsibility of Electronic Data (Files):

Student is solely responsible for any data stored on the Device. It is the sole responsibility of Student to backup such data as necessary. It is recommended that Student store data on the Student's cloud based storage, or Student's external storage device.

1.5 Equipment Maintenance:

Student may contact the Help Desk at Iowa Central to request maintenance of Device. Iowa Central will determine the extent of maintenance it will provide to the issued Device.

1.6 Equipment to be Purchased:

Student is required to provide his/her own flash drives, earbud or headphones or other materials he/she desires for academic use. Iowa Central will not provide these items.

1.7 Surrender of Equipment:

In the event that Student does not plan to return to Iowa Central from fall semester to spring semester, from spring semester to summer term, from spring semester to fall semester, or from summer term to fall semester, the Student is required to turn in Device by the end of the semester or the summer term, as applicable, unless otherwise provided in this Agreement student must return the Device to the Bookstore in Student Resource Center (SRC) 103. Failure by Student to return the device will result in a charge to be placed on Student's account. The Iowa Central will immediately bill Student or Parent, if applicable, the full replacement cost of the Device. Iowa Central may also require Device to be returned to Iowa Central due to other reasons such as Student Code of Conduct violations, etc. as determined by Iowa Central.

Upon surrender of the Device, the Student must reset the Device back to factory settings prior to returning the Device to the Bookstore. Failure to reset the Device back to factory settings will result in a \$35.00 fee being assessed to the Student.

2. Damage or Loss of Equipment

2.1 Personal Insurance:

It is recommended that Student or Parent, if applicable, add the Device to his/her or their current homeowner/renter insurance policy.

2.2 Responsibility for Damage:

Student is responsible for maintaining a 100% working Device at all times. Student shall use reasonable care to ensure that the Device is not damaged. In the event of damage, Student or Parent, if applicable, will be billed for the full cost of repair or replacement of the Device.

Iowa Central considers placing stickers on the Device, writing on the Device with markers or any other type of modifications to be vandalism and will result in Student or Parent assuming the replacement cost of the Device.

Iowa Central reserves the right to charge the Student or Parent, if applicable, the full cost of repair or replacement of the Device when damage occurs due to gross negligence as determined by Iowa Central. All repairs and/or replacements of the Device must be made through Iowa Central. Payment shall be made by Student or Parent, if applicable, to Iowa Central and Iowa Central will purchase the equipment-related materials.

2.3 Responsibility for Loss:

In the event the Device is lost or stolen, Student or Parent, if applicable, will be billed for the full cost of replacement.

2.4 Actions Required in the Event of Damage or Loss:

Student is required to report any and all problems related to the Device immediately to the Iowa Central Bookstore staff. If the Device is stolen or vandalized, Student required to also file a police report.

2.5 Technical Support and Repair: Iowa Central does not guarantee that Iowa Central will be able to repair damaged Devices. If not repairable, Student or Parent, as applicable, will be billed for the full replacement cost of the Device.

3. Legal and Ethical Use Policies

3.1 Monitoring:

Iowa Central may monitor Device use using a variety of methods, including electronic remote access to assure compliance with Iowa Central's Legal and Ethical Use Policies.

3.2 Legal and Ethical Use:

All aspects of Iowa Central's Computer Conduct Policy and Iowa Central's Legal and Ethical Use policies remain in effect. Student agrees to comply with Iowa Central's Computer Conduct Policy Iowa Central's Legal and Ethical Use policies, and Iowa Central Social Networking and Technology policies published in the Iowa Central Student Handbook.

3.3 Use:

The Device is provided solely for academic purposes. The Device should not be used by anyone other than Student.

3.4 Allowable Customizations:

Student is permitted to alter or add files to customize the Device to his/her own working style (i.e. background screens or default fonts). Student is permitted to download appropriate apps/programs to his/her personal account. Any other apps/programs cannot be installed without permission from Iowa Central.

4. Standards For Proper Device Care

4.1 Your Responsibilities:

Student treat the Device and related materials with as much care as if the Device were Student's own property.

Student should bring the fully-charged Device and related materials to class. If Student forgets to bring the Device to class, substitutes will not be provided to Student.

Student should keep the Device either secured (i.e., home or other secure place where others do not have access) or attended (with Student or within Student's sight) at all times. Student should keep the Device stored or in a locked secure place when Student cannot directly monitor Device. If Device is damaged or stolen, even at Iowa Central, the cost to repair or replace the Device will be the full financial responsibility of Student or Parent (if applicable).

Student should avoid leaving the device in environments with excessively hot or cold temperatures. Student should not store the Device in a vehicle as damage may occur.

The cost of repairs or replacement of the Device if loss or damage occurs to the Device when anyone else is using the Device will be the full financial responsibility of Student or Parent (if applicable).

Student should back up his / her data in the Device. Iowa Central is not responsible for the loss of any data stored in the Device.

4.2 General Care:

Student should not attempt to remove or change the physical structure of the Device. Doing so will void the warranty. The cost of repairs or replacement of the Device will be the full financial responsibility of Student or Parent (if applicable).

Student should not remove or interfere with the asset label or serial number of any identification placed on the Device.

Student should not do anything to the Device that will permanently alter the Device in any way, including disassembling in any fashion.

Student should keep the Device clean. For example, Student should not eat or drink while using the Device.

Student should not grab and squeeze the Device, as this can damage the screen and other components.

The device screen can be easily damaged if proper care is not taken. Broken screens can be costly to replace. Screens are particularly sensitive to damage from excessive pressure. Student should not stack heavy objects on the top of the Device.

Student should never clean the Device screen with paper products. Student should not spray any type of liquid directly on the Device.

Student should clean the Device screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.

Student should never leave any object on the keyboard. Pens or pencils left on the keyboard can crack the screen when the lid is closed.

Student should not use the Device on soft cloth surfaces like pillows or blankets. Material can block the airflow, causing the Device to overheat. This can shorten the life of the Device.

Student should not leave the Device running when not in use. When not using the Device, Student should shut it down and place it in a protective bag or case. Most Device damage occurs from tripping over a Device left on the floor; knocking it off of a table or spilling drinks on the Device.

Student should take care of the power cord by rolling it up on the base unit when not in use. Stuffing it into a backpack can cause the small cord to break or wear out prematurely.

4.3 Battery Life and Charging:

Student should arrive at class with a fully charged Device. Student should establish a routine whereby each evening Student charges battery of the Device overnight.

Student should avoid using the charger in any situation where he /she or anyone else is likely to trip over the cord. Student should not let the battery completely drain while in use. Should that occur, Student should immediately shut down the Device if her/she is unable to connect to the charger.

Student should close the Device lid when not in use in order to save battery life and to protect the screen.

Iowa Central is not responsible to providing access to power outlets in order to charge the Device.

Iowa Central will not provide substitute power cords to Student.

4.4 Personal Health and Safety:

Student should avoid extended use of the Device resting directly on his / her lap. The device can generate significant heat and therefore may cause temporary or permanent injury. Student should avoid lap-based computing while connected to the power adapter as this may significantly increase heat production.

Student should avoid lengthy use of the Device involving repetitive tasks (such as typing and use of the track-pad). Student should take frequent breaks as well as altering his /her physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, Student should set up a workstation with an external keyboard and mouse that allows Student to situate the screen at eye-level and keyboard at lap-level.

5. Summer Usage

If Student is taking an Iowa Central credit course, internship and has either re-enrolled for the following fall semester, or is graduating at the end of the summer term in one of the above outlined programs, Student may keep and use the device over the summer at no additional cost.

6. Disclaimer

Given the nature of technology use and applications, provisions within this Agreement is subject to change over the course of the academic year. If such changes occur, Student and Parent, if applicable, will be charged.