

Undergraduate Student Laptop Program Agreement

Student Name (printed) _____ Student ID Number _____

Overview of Program

All full-time undergraduate students at Meredith College are furnished with a laptop computer that will have Meredith College owned software installed to aid in the student's studies while attending school. ***The computer remains the property of Meredith College.*** Upon graduation, coupled with a minimum of two full time semesters, and completion of the transfer of ownership requirements, the computer becomes the property of the graduating student, who will assume all support and maintenance responsibilities.

Student Agreement

As with all other aspects of College life, there are rules and policies that govern computer usage. In addition to the Honor Code, the College has a computer usage policy to which all students must agree to prior to using the college network. The terms and conditions of the software on the computer also bind students. Copies of the policies and the software terms and conditions will be made available to students during training. The College anticipates that students will use the Laptop in all aspects of College life, but commercial use of the Laptop violates the College's software agreements and is strictly prohibited. Each student is responsible for the care of the laptop issued to her. Meredith College will carry insurance on the computer which will cover the majority of break/fix situations. The following is not covered by the warranty and will be subject to a charge not to exceed the buy-out purchase price of the laptop.

- a. Parts intended to be replaced or consumed (**Battery**) or cosmetic damage.
- b. Damage from intentional misuse, unsuitable environment or alteration.
- c. **Theft**, loss or damage from fire, flood or other uncontrollable event.

The computer must be kept in good working condition. If repairs are necessary, the computer must be repaired through authorized Meredith College repair programs. The student may use other repair programs only if she obtains specific permission in writing from the Director of User Services.

Passwords and Security

To protect the student and Meredith College from ID theft or other malicious activity, the student's passwords and social security number must be safeguarded. **Meredith College will never request a student's password or social security number via email.** As part of this agreement the student agrees not to release any personal information via email.

Graduation

Prior to the ownership change of the laptop, all graduating students will be required to remove or purchase individual licenses for certain software owned by Meredith College. These applications include, but are not limited to, McAfee Anti-Virus, WinZip, TI Interactive, Fathom and WYNN. Other software applications that students may continue to use after graduation will be subject to the software manufacturer's terms and conditions. The College will provide graduating seniors with details on the specific application(s) that they may or may not use after graduation. The College will also provide detailed instructions and options on removing the Meredith licensed software. Failure to remove the software will result in a software charge that will be applied to the student's account.

Withdrawal - Leave of Absence – Part-Time

Should a student withdraw from Meredith, take a leave of absence, temporarily enroll at another college or university, or enroll in fewer than 12 semester hours (seniors with two full time semesters are exempt from the part-time restriction), the student must return the computer. **Failure to return the laptop will result in a Buy-Out charge being applied to the student's account equal to the purchase price Meredith College paid for the laptop and any software charges that would be applicable. Notification of the charge will be sent to the student's email account (if still active) and most recent mailing address. A one month grace period will be provided from the date the student's account is billed to allow sufficient time for the return of the equipment. When the grace period expires, the laptop becomes the property of the student, and that student will be responsible for all charges on their account.**

Terms and Conditions Acceptance Statement

I have read the Program Agreement and agree to abide by the terms and conditions herein. Specifically, I acknowledge that the Laptop remains the property of Meredith College until my graduation from Meredith College. If I am not enrolled at Meredith College for any reason other than graduation, I must return the computer to the Technology Services Department in good working condition.

Student Signature _____ Date: _____

Parent Signature (If student is under the age of 18 the day of distribution) _____ Date: _____

Laptop Serial Number: _____ Asset Tag: _____ Class: LC _____