

# Laptop Checkout Policy

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*Updated 8/17/2015*

Laptops are provided as a service to Anderson students enrolled in the current semester. This service allows students to use laptops for educational purposes in a classroom setting. The number of laptops is limited and casual use for entertainment is discouraged.

## Policy

Laptops are to be checked out in person at the Anderson Student Technology Support Center (STSC). Laptops are not to be taken off the University of New Mexico's campus. The laptop must be returned in person to the STSC only. You *may not* allow other individuals to return the laptop for you. **Never leave a laptop unattended.** The student is responsible for any damage to an Anderson laptop while in the student's possession (checked out to the student). The student will be charged accordingly based on the cost incurred by Anderson to repair the damage or to replace the laptop.

A student may only check out a laptop for the current semester that they are enrolled in. Anderson Student Technology Fees pay for this service. The STSC does not check out laptops for use by non-Anderson Students or Anderson students not currently enrolled. This takes away the use from students who have paid technology fees for the current semester.

No peripheral devices will be checked out with the laptop (e.g.; power cords, USB mice, and headphones).

## Data Storage

For security purposes the **laptops will automatically delete all files and changes** (e.g., documents saved on the hard disk, software installations, browser settings, etc.) made to the system each time it shuts down. The laptop will automatically shut down and erase data when you close the lid or press the power button.

**IMPORTANT:** To prevent data loss be sure and frequently **save all of your personal data to an external source** (USB memory device, FTP client, email, cloud storage, etc.).

You are responsible for backing up all personal information before returning the system to the Anderson STSC staff. The Anderson STSC staff members are not responsible for any lost data. Anderson will not take any steps to save, retrieve, or otherwise safeguard any personal data on the system.

## Credentials

Username: **Anderson**

Password: **asm\****XX* (replace *XX's* with school year)

## Procedure

If the student does not return the laptop by the return deadline (see Checkout Hours, below) their UNM account will be charged (see Billing Fees, below).

Students are required to fill out the attached Laptop Checkout Form located at <https://online.mgt.unm.edu/laptopcheckout> containing personal information, signature, and date. The form must be filled out one each semester to confirm that the student has read this policy and accepted its terms. A student may update their personal information by filling out the Laptop Checkout Form again at any time.

Students are required to leave their Lobo ID or state/federal-issued ID with the STSC representative at the time of each checkout. No other forms of ID will be accepted. The student's Lobo ID or state/federal-issued ID will be secured at the STSC until the laptop is returned.

## Current Schedule

Students must be registered for at least one Management course in order to qualify for laptop checkout. Each semester the student must provide show a copy of their current semester schedule containing both the Anderson courses they are registered for and their Banner ID to a representative at the STSC to verify enrollment.

## Checkout Hours

Laptops may be checked out during the following hours:

### Fall and Spring semester

Day of the Week	Checkout Time	Return Deadline
Monday-Thursday	7:45 AM – 10:00 PM	10:00 PM
Friday	7:45 AM – 4:30 PM	4:30 PM
Saturday	12:00 PM – 4:30 PM	4:30 PM
Sunday	No checkouts – STSC Closed	

### Summer semester

Day of the Week	Checkout Time	Return Deadline
Monday-Friday	8:00 AM – 4:30 PM	4:30 PM
Saturday & Sunday	No checkouts – STSC Closed	

## Billing Fees

A laptop must be returned by the deadline on the same day it was checked out (see Checkout Hours, above). Late laptop returns will result in charges to the student's UNM account. The student's UNM account will be assessed a **late fee of \$150.00 per day** up to the replacement cost of **\$2250.00** if the laptop is not returned on-time. These fees are *non-refundable*. Each occurrence of a late or damaged laptop will count as an infraction. A student that incurs three infractions (two for the summer session) will lose access to this service for the remainder of the semester.

**NOTE:** Laptop clocks may not be accurate and should not to be used to determine return time.

## Acceptable Computer Use Policy

This notice is intended to inform you about current use policies. The computer belongs to the Anderson School of Management at the University of New Mexico and may be used only by Anderson students for academic purposes.

**Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution.**

Anderson reserves the right to monitor the use of this system to ensure network security and to respond to specific allegations of misuse and/or tampering. Information stored electronically is subject to the New Mexico Inspection of Public Records Act and might also be made available to law enforcement agencies in response to a lawful request or order.

**Laptop checkout privileges can be revoked if policy guidelines are repeatedly violated.**

UNM Policy 2500 Acceptable Computer Use

<http://www.unm.edu/~ubppm/ubppmanual/2500.htm>