

## **York College Loaner Laptop Program Policy & Agreement**

### **Program Overview**

York College offers a limited number of loaner laptops to support student academic success. Devices are available on a first-come, first-served basis. By borrowing a laptop, students agree to the terms below.

### **Eligibility**

- Must be currently enrolled in the semester of the request.
- Priority is given to students in remote or online courses.

### **Loan Periods**

- Day Loan: Overnight only. Return by the next business day.
- Short-Term Loan: Up to 7 days. Renewable once, based on availability.
- Long-Term Loan: For ongoing coursework or special projects. Must be returned by the end of the semester or upon IT request.

### **Care and Responsibility**

- Handle with Care: You're responsible for the laptop and accessories.
- Report Issues: Email [helpdesk@york.cuny.edu](mailto:helpdesk@york.cuny.edu) for damage or loss.
- Fees: Lost or damaged devices may incur charges (\$800–\$1,100 for replacement; \$300–\$600 for repairs).
- Don't Repair: Return malfunctioning devices to IT. Replacements depend on availability.

### **Software & Usage**

- Preloaded Tools: Includes Microsoft Office, Zoom, Teams, etc.
- Academic Use Only: No personal software installations.
- Updates: Allow automatic system/security updates.
- Data Storage: Don't save personal files. Use OneDrive or Office 365. Devices are wiped upon return.

## OFFICE OF INFORMATION TECHNOLOGY

### Privacy & Security

- Temporary Profiles: All personal data is erased after return.
- Policy Compliance: Follow the CUNY Acceptable Use Policy: <http://security.cuny.edu/>
- Data Encryption: Request encryption for non-public data via a disclosure form.

### Returns & Late Fees

- Return When Requested: Or if you withdraw or no longer need the device.
- Grace Period: 24 hours.
- Late Fee: \$10/day after grace period, up to \$100.
- Academic Hold: Failure to return within 7 days may result in a hold on your record.

### Support & Maintenance

- Support Hours: Mon–Fri, 9 AM–5 PM at the Welcome Center (Academic Core Building). Use QLESS kiosks.
- Device Maintenance: Devices are inspected, updated, and sanitized after return. You may be asked to bring it in during the semester.

### Feedback

We welcome your input! Email [helpdesk@york.cuny.edu](mailto:helpdesk@york.cuny.edu) with subject line 'Loaner Feedback.'

### Agreement

By signing below, you confirm that you've read and agree to the terms of this policy.

Student Name: \_\_\_\_\_

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

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

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