



BLACKHAWK Technical College

Equipment Loan Agreement Loaner Laptops, Wi-Fi Hotspots and Course Equipment (Cameras, iPads) 2023-2024

Eligibility

Loaner Equipment was purchased by Blackhawk Technical College (BTC). Only BTC students enrolled in BTC courses with no blocks on their records resulting from non-payment and/or dropped classes etc. may borrow equipment. Students who have previously returned equipment late and/or damaged will not be allowed to borrow equipment again at the discretion of BTC staff. Certain equipment is only available to students enrolled in certain BTC programs and courses. Equipment availability is limited.

1. You must present photo identification (Government issued photo ID). If you are 18 or younger and do not have a government issued ID, a parent or guardian ID may be placed on record with their permission.
2. You must be enrolled in the current semester
3. You must read, agree to the terms, and sign this agreement
4. You must agree to inspection of the equipment prior to leaving with equipment and inspection when the equipment is returned
5. If you drop/withdraw from all classes, you must return equipment loaned for the semester at that time
6. You may only borrow one equipment item of each type (1 laptop, 1 hotspot, 1 camera, etc.)
7. You may only borrow a Wi-Fi hotspot if you have no access to the internet in your household, do not have transportation to campus Wi-Fi or your work hours prevent you from coming to campus during open hours.

Non-Credit Students

Students only enrolled in non-credit courses must receive permission from your instructor to borrow loaner equipment to complete your coursework, confirmation depends upon you attending classes and not having access to necessary technology for your coursework. You cannot borrow loaner equipment until this approval can be verified by BTC Library staff with an email, letter or verbal confirmation from your instructor.

Renewing and Extending Loans

Your loan will only be renewed or extended when you have completed instructions for loan renewal and receive an updated due date. You must be enrolled in the subsequent semester to be eligible to renew semester long equipment loans.

Late Fees and Liability

You will receive a due date to return equipment, there is a 4-day grace period in which to return equipment without late fee charges.

- If equipment is not returned within 4 days, you will be charged late fees at a cumulative rate of \$5.00 a day from the original due date. A fee and hold will be placed on your student account that will prevent the release of transcripts, registration and may prevent graduation until equipment is returned. The hold can only be removed after equipment is returned.
- If equipment is not returned within 10 days, you may lose the privilege to borrow loaner equipment in the future. You will be required to speak to a library supervisor to re-instate equipment borrowing privileges and pay the late fee.
- If equipment is not returned within 20 days of the due date, you will be charged the replacement item/s cost of the loaner equipment in addition to a maximum \$150 late fine. A final bill will be mailed to you. If equipment is not returned or replacement cost is not paid, your account will be referred to collections which may garnish your wages and/or your tax return.
- If the equipment and/or accessories are returned damaged, or software/hardware has been tampered with, the appropriate repair or replacement costs will be charged.

Missing Accessories Costs

Below is a list of the accessories included in your loan and the cost of the item if it is missing:

HP Laptops Loan will include:

- HP laptop charger - \$30
- Wired mouse with HP Laptops - \$5
- Laptop bag that comes with HP and Apple laptops- \$15

Apple MacBooks Loan will include:

- Laptop bag that comes with HP and Apple laptops - \$15
- Apple charger - \$70
- Apple laptop hard-case - \$15
- Apple mouse - \$14

WiFi Hotspots Loan will include:

- WiFi Hotspot charger (charging cord and/or power block) - \$5
- WiFi hotspot box - \$5

Public Safety iPads Loan will include:

- Public Safety iPad Charger - \$15

Damage fees (screen cracks, hardware dents etc.) will be assessed by BTC and range from \$5 to full replacement cost. Missing accessories not listed fees will be assessed by BTC. You may lose the privilege to borrow loan equipment depending on the severity of the damage, this will be determined by BTC staff. Students owing more than \$25.00 in late, or damage fees will be entered in the BTC Student Billing collection process.

Policy Agreements for All Equipment

1. Equipment has been examined by staff prior to lending, only complete and functioning equipment and accessories will be circulated. If you return equipment with missing accessories or damage, you will be responsible for paying fees determined by BTC ITS and Library staff. Equipment borrowing privileges may be lost even after fees are paid.

- *I Agree (Required)*

2. Communication regarding equipment loans will primarily be sent to your BTC email address. You agree that failure to receive notice does not remove your obligation to return materials on time or to pay charges incurred.

- *I Agree (Required)*

3. You will pay daily overdue fines if late returning equipment and pay the full cost of the equipment (\$648+ for HP laptop, \$80+ for hotspot, \$480+ iPad, \$1050+ MacBook, \$300+ camera) if it is not returned or is damaged, stolen, or lost. You further agree to pay all fees related to the cost of collections which may involve garnishing wages. You will be prohibited from registering for new classes or receiving transcripts and/or grades if equipment is not returned and/or charges are not paid. Fees charged for lost or damaged equipment are nonrefundable and non-transferable. Fees assessed for lost or damaged equipment will not be refunded even if the equipment is found and returned.

- *I Agree (Required)*

4. You will use BTC's equipment for BTC academic purposes only.

- *I Agree (Required)*

5. BTC ITS Help Desk is obligated to turn any information or files found to violate Civil or Criminal Laws over to the proper authorities and you authorize to release this information.

- *I Agree (Required)*

6. Blackhawk Library and ITS are not responsible for the loss of, or damage to, your data and files stored on the loaned equipment. Equipment hard drives will be erased after each use. Take proper precautions to protect your files and data, including use of OneDrive cloud storage and/or external hard-drive backups.

- *I Agree (Required)*

7. You will safeguard the equipment while it is in your possession. You will not allow others to use the equipment or leave it unattended in public areas including on Blackhawk campuses. You will be held responsible for theft and/or damage caused by other individuals and or travel.

- *I Agree (Required)*

8. You agree to immediately report any loss or damage to equipment or its accessories to BTC ITS Help Desk. If ITS is not reachable contact the BTC Library.

- *I Agree (Required)*

9. You agree to return the equipment in clean and good condition. BTC will assess normal wear based on the length of the loan. If equipment is returned in poor condition, you may be charged a cleaning fee of \$10.00.

- *I Agree (Required)*

10. You agree repairs and upgrades of software must be done through the BTC ITS Help Desk, all outside third-party services are not authorized or permitted. You will be liable for unauthorized alterations and additions to the equipment and/or software.

- *I Agree (Required)*

11. BTC shall not be liable for any indirect, special, or consequential damages arising out of this agreement. You agree to indemnify and hold harmless BTC from all losses or damages caused or arising from your use of the equipment. This indemnification shall include any cause of action, loss or damage arising from the hardware, software and/or data included in the equipment.

12. You agree to follow all the above guidelines for the care and use of the loaner equipment.

- *I Agree (Required)*

Additional Agreements for Wi-Fi Hotspot

Wi-Fi hotspots are solely for students who do not have Wi-Fi, transportation to campus, or your work hours prevent you from coming to campus during opening hours. Hotspots may not be used for travel or for students who have Wi-Fi in their households.

1. You agree to only use it for BTC academic purposes. You agree that the hot spot may be monitored, filtered to prevent access to inappropriate content, and may limit data available per month. Wi-Fi service will be turned off if it is mis-used or not returned.

- *I Agree (Required)*

Agreement

I agree to all above terms and policies related to the equipment I am borrowing:

Attest (Type First and Last Name) _____

BTC Student ID # (Type) _____

Sign Name (Signature Pad) _____

Date (Type) _____

Driver's License or State ID Number Filled out by BTC Staff (Type) _____

If you have questions or issues with your equipment loan, contact the BTC Library:

- Email to: library@blackhawk.edu
- Phone: (608) 757-7705
- Visit the Library Services Desk in the Student Success Center on the central campus, room 2200

Report all problems associated with loaner equipment to ITS help desk. Do not attempt to disassemble or repair any of the loaner equipment items.

- Email to: helpdesk@blackhawk.edu
- Phone (608) 757-7711
- Visit our office on the central campus, room 2506