



BLACKHAWK Technical College

Equipment Loan Agreement Loaner Laptops, Wi-Fi Hotspots and Course Equipment (Cameras, iPads) 2024-2025

Eligibility and General Policies

Loaner Equipment was purchased by Blackhawk Technical College (BTC). Only BTC students currently enrolled in BTC courses with no outstanding blocks on their records resulting from non-payment and/or dropped classes/conduct etc. may borrow equipment.

- Students who have previously returned equipment late and/or damaged or not returned items will not be allowed to borrow equipment again at the discretion of BTC staff.
- Some equipment is only available to students enrolled in approved BTC programs and courses.
- To borrow a BTC Wi-Fi Hotspot you must first be approved through the BTC Wi-Fi hotspot application process.
- You may only borrow one equipment item of each type (1 laptop, 1 hotspot, 1 camera, etc.), equipment availability is limited.

To Borrow Items:

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 agree to all Equipment Loan Agreement terms
3. You must log-into loaner laptops with your own BTC credentials while on campus
4. You must agree to inspection of the equipment prior to leaving with equipment and inspection when the equipment is returned

Exceptions: Non-Credit Students Eligibility

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

Renewing and Extending Loans Eligibility

Loan renewal and due date extensions are not always available. Your loan will only be renewed or extended if you meet eligibility criteria, have completed instructions for loan renewal. Only when you have received an updated due date receipt from the BTC library have you completed renewing your

equipment. You must be enrolled in the subsequent semester to be eligible to renew semester long equipment loans or have an instructor approved course extension.

Due Dates, 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 \$5.00 a day in cumulative late fees from the original due date, not the last day of the grace period. 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 the equipment is returned.
- If equipment is not returned within 30 days of the due date, you will be charged with a replacement item/s cost fee of the loaner equipment in addition to the maximum \$150 late fine per late item. A bill will be mailed to you. You can return equipment items to remove/reduce the replacement charge, but not the late fee. If these charges have not been removed and the late fee paid within 30 days of the charge, your account will be referred to collections which may garnish wages and/or tax return.
- If the equipment and/or accessories are returned damaged, or software/hardware has been tampered with, repair or replacement costs will be charged.

Missing Accessories and Damage Costs

Below is a list of the accessories included in loan, you must return all items or be charged the corresponding fee:

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 staff. 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.

Term Agreements for All Equipment

1. I will receive a due date to return equipment, I must return or renew all items within 4 days of that due date. If equipment is not returned or renewed within 4 days of the due date a hold will be placed on my account and I will begin to accrue late fines at the rate of \$5.00 a day from the due date.

I Agree

2. If I drop or am withdrawn from all my classes, I must return equipment at that time.

I Agree

3. Equipment has been examined by staff prior to lending, only complete and functioning equipment and accessories will be circulated. Equipment will be inspected when it is returned. If I return equipment with missing accessories or damage, I 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

4. Communication such as equipment due date reminders, return notices and renewal instructions will primarily be sent to my BTC email address. I agree that failure to receive notice does not remove my obligation to return materials on time or to pay charges incurred.

I Agree

5. I agree to pay daily overdue fines at the rate of \$5.00 a day if late returning equipment. I will be charged the full cost of the equipment (\$648+ for HP laptop, \$80+ for hotspot, \$480+ iPad, \$1050+ MacBook, \$300+ camera) plus a \$150.00 fine if it is not returned within 30 days of the due date (or my last day in classes). The cost of replacement can only be removed/reduced if equipment is returned but I will still owe the maximum late fee. I further agree to pay all additional fees related to the cost of collections and understand that if I do not pay bills from BTC, I will be entered into collections which may garnish wages and tax refunds.

I Agree

6. I acknowledge that I will no longer be able to borrow BTC equipment if I fail to follow instructions for return and/or renewing equipment by due dates, return items damaged or lose items. I would only be able to use on campus internet and computers for my classes and homework.

I Agree

7. If equipment is damaged, stolen, or lost, I will be charged fees which may be full cost of equipment replacement (\$648+ for HP laptop, \$80+ for hotspot, \$480+ iPad, \$1050+ MacBook, \$300+ camera) plus \$150 in late fees if also late.

I Agree

8. I will use BTC's equipment for BTC academic purposes only.

I Agree

9. 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 I authorize to release this information.

I Agree

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

I Agree

11. I will safeguard the equipment lent to me. I will not allow others to use the equipment or leave it unattended in public areas including on Blackhawk campuses. I will be held responsible for theft and/or damage caused by other individuals and or travel.

I Agree

12. I agree to immediately report any loss or damage to equipment or its accessories to BTC ITS Help Desk or the BTC Library.

I Agree

13. I agree to return the equipment in clean and good condition. Do not place personal stickers or other decoration on the loaned device/s. BTC will assess normal wear based on the length of the loan. If equipment is returned in poor condition, I may be charged a cleaning fee of \$10.00.

I Agree

14. I 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. I will be liable for unauthorized alterations and additions to the equipment and/or software. I will agree to report missing equipment to BTC.

I Agree

15. BTC shall not be liable for any indirect, special, or consequential damages arising out of this agreement. I agree to indemnify and hold harmless BTC from all losses or damages caused or arising from my 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.

I Agree

16. I 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

BTC Wi-Fi hotspots are solely for students who do not have Wi-Fi at home, 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, this is verified through the application process.

You have agreed to the below terms in your WiFi Hotspot Application, review them here:

- **Return by Due Date and Late Fines and Replacement Fees:** I agreed to bring back the hotspot device in the box with all the accessories by the due date. If not returned by the due date, a hold will be placed on my student account that prevents registration and release of transcripts. If I return it within 29 days of the due date overdue fines will be charged. If it is not returned within 30 days of the due date or it is damaged, stolen, or lost you will receive a final bill of replacement cost plus and a \$150 late fine. If I have an account balance for more than 30 days, I will be referred to collections agency that may garnish wages and tax refunds.
- **Loss of Eligibility:** I acknowledged that I will no longer have the ability to check out BTC equipment if I fail to follow instructions for return and/or renewing equipment by due dates or damage it. I would only be able to use on campus internet and computers for my classes and homework.
- **Academic Use Only:** I will use BTC equipment for academic purposes only. If I am provided with a hot spot device, I agree to only use it to support my learning. I will not stream anything unless directed by my instructor or for homework. I understand that the hot spot may be monitored and filtered to prevent access to inappropriate content, and limited in data available per month.
- **Only For Students without Internet Access and only 1 hotspot can be checked out per household.** Usage of hotspots is monitored by BTC staff. If I do not use the WiFi hotspot I will be asked to return it and my due date will be changed. If it is not returned by that due date, service may be turned off, it will be considered overdue.
- **Equipment Restrictions/Issues:** I will report any problems or missing equipment to BTC Library or ITS

Agreement Signature

I agree to follow all the above terms for BTC loaner equipment.

Attest (Type First and Last Name) _____

BTC Student ID # (Type) _____

Sign Name (Signature Pad) _____

Filled By BTC Staff

Date (Type)_____

Government issued ID number, filled out by BTC Staff (Type)_____

If you have questions about 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