

**Central New Mexico Community College**  
**EQUIPMENT USE AGREEMENT**

This Agreement is made effective upon receipt of the equipment, between Central New Mexico Community College (CNM), the student receiving the equipment (Student), and his/her parent or legal guardian (Parent) if the student is under 18 years of age. The Student and Parent, if applicable, in consideration of being provided with equipment, software and related materials for use while a registered student in a course in which the standard tuition and fee is charged at Central New Mexico Community College, hereby agree as follows:

**1. Equipment**

- 1.1. **Ownership:** CNM retains sole right of possession of the equipment, software and all related materials, and grants permission to the student to use the equipment according to the guidelines as set forth in this document. Moreover, College staff retains the right to collect and/or inspect the equipment at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.
- 1.2. **Equipment Provided:** The specific equipment provided is identified and described on the last page of this document. Efforts are made to keep all equipment configurations the same. All equipment includes ample RAM and hard-disk space, a protective cover, software, and other miscellaneous items. CNM will retain records of the serial numbers and tag number of provided equipment.
- 1.3. **Substitution of Equipment:** In the event the equipment is inoperable, CNM has a limited number of spare equipment for use while the equipment is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This Agreement remains in effect for substitute equipment. The student may not opt to keep broken equipment or to avoid using the equipment due to loss or damage. Please note that if the student forgets to bring the equipment or power adapter to class, a substitute will not be provided.
- 1.4. **Responsibility of Electronic Data:** The student is solely responsible for any data stored on the equipment. It is the sole responsibility of the student to backup such data as necessary. It is recommended that data is stored on the OneDrive account provided by CNM.
- 1.5. **Equipment Maintenance:** The student may contact the ITS Service Desk at CNM if maintenance of the equipment is needed.
- 1.6. **Equipment to be Purchased:** Students are required to provide their own flash drives, earbuds or headphones or other materials they desire for academic use. CNM will not provide these items.
- 1.7. **Surrender of Equipment:** Student is required to turn in the equipment by the date set by CNM at the end of each semester unless student is registered for the next academic semester or upon leaving CNM. Students not registered for the summer semester must return the equipment at the end of the spring semester. Failure to return the equipment will result in a charge to be placed on the student's account and/or may be sent to collections. The College will immediately bill the student or parent, if applicable, the full replacement cost of the equipment. CNM may also require the equipment and all related materials to be returned to CNM due to other reasons such as Student Code of Conduct violations, etc. as determined by the College.

**2. Damage or Loss of Equipment**

- 2.1. **Personal Insurance:** It is recommended that student or parent, if applicable, look into adding the equipment to their current homeowner/renter insurance policy.

**2.2. Responsibility for Damage:** The student is responsible for maintaining equipment in 100% working order, at all times. The student shall use reasonable care to ensure that the equipment is not damaged. In the event of damage, the student or parent, if applicable, will be billed for the full cost of repair or replacement.

CNM considers placing stickers on the equipment, writing on the equipment with markers or any other type of modifications to be vandalism and will result in the student or parent assuming the full cost of replacement. This includes the equipment cover if provided.

CNM reserves the right to charge the student or parent, if applicable, the full cost of repair or replacement when damage occurs due to gross negligence as determined by CNM. The student or parent may not purchase replacement parts or other related materials issued to the student on their own. Payment shall be made to CNM and CNM will purchase the equipment or related materials.

**2.3. Responsibility for Loss:** In the event the equipment and/or related materials are lost or stolen, the student or parent, if applicable, will be billed for the full cost of replacement.

**2.4. Actions Required in the Event of Damage or Loss:** Report the problem immediately to the

**2.5. College Technology staff.** If the equipment is stolen or vandalized, the student should also file a police report.

**2.6. Technical Support and Repair:** CNM does not guarantee that CNM will be able to repair damaged equipment but will make technical support, maintenance, and repair available during normal business hours.

### **3. Legal and Ethical Use Policies**

**3.1. Monitoring:** CNM may monitor equipment use using a variety of methods, including electronic remote access to assure compliance with CNM's Legal and Ethical Use Policies.

**3.2. Legal and Ethical Use:** All aspects of CNM's Equipment Conduct Policy remain in effect.

**3.3. Use:** The equipment is provided for academic purposes. The equipment should not be used by anyone other than the student.

**3.4. Allowable Customizations:** The student is permitted to alter or add files to customize the assigned equipment to his/her own working style (i.e. background screens or default fonts). The student is permitted to download appropriate apps to their personal iTunes account, but cannot download or install any other software without permission from CNM.

### **4. Standards for Proper Equipment Care**

#### **4.1. Your Responsibilities:**

Treat this equipment and related materials with as much care as if it were your own property. Bring the fully charged equipment and related materials to class. If you forget, substitutes will not be provided.

Keep the equipment either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the equipment stored or in a locked secure place when you cannot directly monitor it. Equipment damaged or stolen, even at CNM, will be your full financial responsibility.

Avoid leaving the equipment in environments with excessively hot or cold temperatures. Do not store in your vehicle as damage may occur.

Loss or damage that occurs when anyone else is using your assigned equipment will be your full financial responsibility.

Adhere to CNM's technology use policy.

Back up your data. CNM is not responsible for the loss of any data.  
Read and follow general maintenance alerts from CNM's ITS Service Desk.

#### **4.2. General Care**

Do not attempt to remove or change the physical structure of the equipment, including the keys, screen cover or the casing. Doing so will void the warranty, and student or parent, if applicable, will be responsible for 100 percent of the repair or replacement cost.

Do not remove or interfere with the asset label or serial number or any identification placed on the equipment or related materials.

Do not do anything to the equipment or related materials that will permanently alter it in any way. Keep the equipment clean. For example, don't eat or drink while using the equipment.

Do not grab and squeeze the equipment, as this can damage the screen and other components. The equipment screen can be easily damaged if proper care is not taken. Broken screens can be costly to replace. Screens are particularly sensitive to damage from excessive pressure. Do not stack heavy objects on the top of the equipment.

Do not touch the equipment screen with anything (i.e. your finger, pen, pencil, etc.) other than equipment screen cleaners.

Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.

Never leave any object on the keyboard. Pens or pencils left on the keyboard can crack the screen when the lid is closed.

Do not use the equipment on soft cloth surfaces like pillows or blankets. Material can block the airflow, causing the equipment to overheat. This can shorten the life of the equipment.

Do not leave the equipment running or laying around. When not in use, equipment should be shut down and placed in a protective bag or case. Most equipment damage occurs from tripping over equipment left on the floor, knocking it off of a table or spilling drinks on it.

Take care of the power cord by rolling it up on the base unit when not in use. Stuffing it into a backpack can cause the small cord to break or wear out prematurely.

#### **4.3. Battery Life and Charging**

Arrive with a fully charged battery. Establish a routine at home whereby each evening you leave your equipment charging overnight.

Avoid using the charger in any situation where you or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shut down if you are unable to connect to the charger. CNM is not responsible for providing access to power outlets in order to charge the equipment. CNM will not provide substitute power cords if left at home.

Close the laptop computer lid when not in use in order to save battery life and to protect the screen.

#### **4.4. Personal Health and Safety**

Avoid extended use of the laptop computer resting directly on your lap. The bottom of the laptop computer can generate significant heat and therefore cause temporary or permanent injury. Use a barrier such as a book or devices made specifically for this purpose when working on your laptop computer. Avoid lap-based computing while connected to the power adapter as this may significantly increase heat production.

Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as altering your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.

**5. Disclaimer**

Given the nature of technology use and applications, equipment handbook provisions are subject to change over the course of the academic year. If such changes occur, students and parents, if applicable, will be notified via school web postings.

**Please initial each statement:**

\_\_\_\_ I understand that the equipment is provided for my use only and will not be shared with anyone else.

\_\_\_\_ I understand that I must return this equipment to Central New Mexico Community College ITS Service Desk once I have completed or left my program of study.

\_\_\_\_ I understand that this equipment is for academic use only. I agree to abide by the Central New Mexico Community College Technology Conduct Policy.

\_\_\_\_ In the event I fail to return the equipment to CNM or fail to return the equipment to CNM in good working condition, I agree to assume financial responsibility for the replacement or repair of the equipment being loaned to me by CNM.

I agree to the stipulations as set forth in the Equipment Use Agreement. I understand that the equipment is subject to inspection at any time without notice and remains the property of Central New Mexico Community College.

Student Name (Please Print): \_\_\_\_\_ ID #: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian Name (Please Print): \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_

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

Parent/Legal Guardian Billing Address: \_\_\_\_\_

**Equipment Check Out Information**

Equipment Description: \_\_\_\_\_

Equipment Asset Number Tag: \_\_\_\_\_

Name of IT Staff Checking Out Equipment: \_\_\_\_\_

Condition on Check Out: \_\_\_\_\_

**Equipment Check in Information**

Date Returned \_\_\_\_\_ Student Signature: \_\_\_\_\_

Condition on Check in: \_\_\_\_\_

Name of IT Staff Checking in Equipment \_\_\_\_\_

Equipment: \_\_\_\_\_