Laptop & iPad Agreement
Guidelines & Responsibilities

Saint Leo University provides a laptop or iPad ("the machine") for each of its full-time undergraduate residential students. Students assume direct responsibility for care and maintenance of the machine just as they do for all room furniture and fixtures provided by the University. Students have the option to choose between a laptop and an iPad. If the iPad is chosen, the student must agree that they own a personal computer on which they can properly complete their schoolwork. Once the selection is made the student cannot change that option.

1. Regular care and maintenance of the machine in accordance with the manual, standard backup procedures and virus scanning are the student’s responsibility. Students can use a software package of their choice to backup documents and data files on a regular basis. The Student must back-up all files prior to bringing their laptop in for repair. In the event there is a loss of function, the University swaps out non-working components. If the storage device needs to be replaced, the University will restore drive to its original (pre-delivery to student) condition, and student is responsible for restoring personal files, and any software he/she has added. iPads should be regularly backed up using iTunes either to a computer or to iCloud. **When there are repeat support visits for malware and virus related items, the University may remove administrator privileges from the student and their laptop. Student is responsible for learning how to avoid these items.**

2. Computer modifications, upgrades or tampering with parts or related components is not permitted. No trade-ins or upgrades are available through Saint Leo University. Students assume direct responsibility for care and maintenance of the machine just as they do for all room furniture and fixtures provided by the University. Students have the option to choose between a laptop and an iPad. If the iPad is chosen, the student must agree that they own a personal computer on which they can properly complete their schoolwork.

3. Repairs to the machine are covered under warranty for four years while enrolled as a full-time undergraduate residential student at Saint Leo University, when normal wear and tear is involved. Turnaround for repair typically is 1-3 business days. If repair takes longer than one week, a loaner machine will be provided upon request. To request a loaner please call the helpdesk at 352-588-8888 or come to the UTS walk-in area during the open hours of operation. If the University or vendor determines that the computer has been abused in any manner, the student must pay for the full cost of repairs. Repairs to the LCD display (monitor and connections) and keyboard are very expensive. Laptop batteries have a one year warranty and students have the option to purchase a replacement if needed. No battery replacements are available for the iPad.

4. The student is responsible for the value of the machine if lost or stolen. The current value is $1200 for a laptop and $700 for an iPad. Students should utilize their family’s homeowner insurance policy for coverage or select another insurance option, because the College insurance does not cover the machine. One such option, National Student Services, Inc., is the premier student personal property insurance provider in the United States; visit http://www.nssi.com for more information. The student is liable for any damage due to misuse or theft. We strongly urge students to purchase a lock-down kit at the bookstore and to always use it. The machine should never be left unattended in an unlocked area.

5. Upon leaving Saint Leo University housing either voluntarily or involuntarily (withdrawing from the University or should the student cease to live on campus for any reason including graduation), the student is responsible for returning a fully working machine with all accessories immediately unless the student met the terms of this agreement to keep the machine. Failure to return the machine within 3 days of discontinuing residential status will result in a charge of the full machine cost. If you are enrolled signed up for housing for the fall, your machine may be taken home over the summer. **Once the three days has passed, you will be billed a $250 non-refundable fine even if the machine is returned. No machine will be accepted more than two weeks after the due date. Should you leave University housing and wish to buy the machine the cost is one-fourth the laptop cost for every year (or partial year) not used. For example, a student uses a laptop for three years and decides to do their senior year at another school: then one year is not used and (¼ * $1200) = $300 plus tax is due (note that this also applies to transfer students). Upon graduation and the completion of 8 semesters of undergraduate residency (excluding summer terms) in University housing as a full time student, the laptop becomes his/her property. Students enrolled in the Honors program will earn ownership of their machine after two academic years (4 Honors courses with grades of C+ or better) regardless of where student lives.**

6. The student affirms that they have received the following: Device: ____________

(Please initial all that apply)  _____ Battery  _____ Charger

By signing this form, I agree to all terms set forth in this document. I also understand that I am responsible for the machine if it is lost or stolen. I also acknowledge that I must immediately return the machine (or make arrangements to purchase or rent it) and all of its accessories to UTS should I leave Saint Leo University residential housing.

Service Tag:  Student ID:  Name:

Signature: _______________________________  Date:   UTS Rep:

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