



LOAN AGREEMENT (for Faculty/Staff)

1100 North Grand Avenue, Walnut, CA 91789-1399 ♦ 909.274.7500 ♦ www.mtsac.edu

Mt. San Antonio College provides **temporary replacement** laptop or desktop computers to its eligible full-time faculty and staff for use in the course and scope of their employment. The goal in providing this resource is to promote educational excellence through the use of technology to foster innovation, creativity and efficiency. The faculty or staff member agrees to take reasonable measures to protect the College’s property and agrees by affirmation to the following conditions:

1. I accept personal liability for the computer plus its College-supplied software and its repair or replacement should the computer be lost or stolen or severely damaged. I agree to repay the college the full amount required to replace the lost, stolen, or damaged computer, or to pay for its repair if severely damaged but repairable. In the event of loss, theft or severe damage, the computer will be replaced or repaired at the sole discretion of the College.
2. If the computer needs to be left unattended, I agree to take appropriate precautions against theft, loss, or damage, which may include locking it in a secure area.
3. I agree to exercise care and caution when downloading files from the Internet or external media. Certain files may carry computer viruses that may damage the computer’s software and operating system. Other files may contain content which is illegal or inappropriate for retention on College-owned equipment. Should such material be discovered on this College-owned computer at any time, the user may be subjected to disciplinary action.
4. I understand that computers are provided to support the educational mission of the College. Incidental personal use of the computer must not interfere with this educational mission.
5. I understand that I will be personally liable for any of my own actions that violate copyright laws, illegal use of the computer or of copyrighted material or other illegal use, such as harassment, “hacking” into unauthorized sites, and installation of non-licensed software.
6. The laptop or desktop, and its replacement, if applicable, remains the property of the College. I agree to surrender the computer within 3 business days after the expiration of the specified loan time period or in the event of retirement, resignation, termination or change of assignment (whichever occurs first). I also agree to return the laptop or desktop computer immediately upon demand by the College for maintenance, repair, upgrading, evaluation, inspection, or for other reasons as may be required.
7. Failure to comply with the College’s request for the return of the computer will be considered an unlawful taking of College property and will result in disciplinary action and/or criminal prosecution.
8. I agree to notify IT (Information Technology) immediately in the event my laptop or computer is lost or damaged.
9. I understand that service and repair of my laptop or desktop is provided through IT on campus and agree to surrender my laptop or desktop to IT as needed for that purpose.
10. I understand it is my responsibility to back up my work outside of my laptop or desktop on an ongoing basis and that the College is not responsible for the loss of work product files.

Computer Asset Tag#:	Serial#:
Employee Name:	Off Campus Contact Phone#:
Employee #: A	Signature: _____ Date: _____
Supervisor:	Division:
Login Test Successful: N/A <input type="checkbox"/> Computer <input type="checkbox"/> Outlook <input type="checkbox"/> Adobe	Mobile Wifi (Mifi) included: Yes No