



IT COMPUTER EQUIPMENT LOAN AGREEMENT

Terms and conditions of loan:

Framingham State University agrees to loan a computer to the employee/student named below until

In consideration of the right to use this laptop equipment, the employee/student agrees to abide by the following terms and conditions:

1. I agree to keep the computer equipment in my custody, I agree not to loan, or otherwise provide the equipment with any other persons.
2. I agree not to violate the laws of any state or of the United States with regard to trademark, copyright, patent, libel, slander, privacy of electronic data communication (the Electronic Communications Privacy Act of 1986) or the Communications Decency Act of 1996.
3. I agree to inform the University immediately of any problems, malfunctions, damages, loss or theft of the equipment.
4. I will assume all responsibility for any damages, loss or theft of the computer. All costs associated with the loss, theft or damage to the computer while on loan to me shall be the sole obligation of the borrower.
5. The University shall retain title and ownership of the computer.
6. I agree that FSU is not responsible for any files and data that I have saved on the laptop while in my possession or after I turn the equipment back in
7. I will return the computer no later than the day agreed upon at checkout to the Technology Resource Center. If the equipment is not returned on time, I understand that IT reserves the right to remotely lock the computer. If I leave the University before the end of the contract I agree to return the equipment immediately and prior to leaving the University.

I understand and agree to the terms and conditions of this loan and acknowledge my receipt of the computer as described herein:

Signature _____ Date: _____

Name _____ Email Address: _____

FSU ID # _____ Mobile Phone # _____

Office use Only:

Asset Tag #	Make/Model	Date Loaned	Due back by date:	Ticket #