

World Languages Device Checkout Agreement

A copy of this form will be kept on file once completed. You will only need to complete this form once. On occasion, updates may be released to this policy. You will receive any policy updates via your Boise State student email address.

Device Use Policies

1. Device use is subject to the guidelines set by the *Boise State Information Technology Resource Use Guide*.
2. You are welcome and encouraged to download applications from the Apple App store onto this device. Any apps, movies, music, or books purchased for free or otherwise will be available to you anytime you log into an Apple mobile device. **However, you may not alter the operating system on the device in any shape or form. This includes jailbreaking the device.**
3. When using the device, it is to remain in the provided case unless being used with a tripod issued by the department.
4. Please remove any personal data and copy any projects off the device before turning it back into the Student Help Desk. Once received, the device will be wiped and we cannot be responsible for any lost data.
5. You are responsible for the proper care and treatment of the mobile device, power cord, and provided case.

Basic Rules & Guidelines

1. A valid Boise State email address and student ID is required to use this service.
2. These devices are meant for use in furthering the academic goals of Boise State University and helping students to succeed in academic projects/research.
3. Checkout requests may be denied to allow different customers access to checkout the devices.
4. Checkouts will be for a maximum of four days to ensure the greatest availability to all of our customers. See return day clarification.
5. There is a 24-hour waiting period between returning a device and checking out another device.
6. Checkouts will not be renewed.
7. Students may check out only one item at a time.
8. Students with an active checkout cannot make a future reservation.
9. Spanish Program Devices can only be checked out to instructors. When using these devices as a student, they are to remain in the World Languages Lounge or Lab.
10. Lost, stolen or damaged equipment is the responsibility of the person who signed for the equipment.
11. Exceptions to any of these rules may be made at a manager's discretion.

Return Time Frame:

- Checkouts **Monday** or **Tuesday**, due back by the end of day **Friday**
- Checkouts **Wednesday, Thursday, or Friday**, due back by end of day **Monday**
Special exceptions may occur during holidays and short breaks

Late Items

An item is considered late when it has not been returned by the agreed upon time.

- **24 hours late:** A reminder email will be sent to the primary customer stating that the device needs to be returned.
- **48 hours late:** A second email will be sent and a phone call will be made.
- **72 hours late:** A third email will be sent and a phone call will be made. Late fees of \$2.00 per day will be applied and begin to accumulate daily after 72 hours.
- **7 days late:** A hold in the value of the checked out device will be placed on the customer's Boise State account. This will prevent the customer from registering for classes, accessing transcripts, graduating or using other University services.
- **30 days late:** Student will be accessed to issue a check or money order to the World Languages Department for the the damage or replacement amount of the device. Failure to pay for the replacement will result in a report will be filed with the City of Boise Police Department indicating the equipment has been stolen.

Damaged Items

- The person who checks out a device or item is responsible for the item when it is in their possession.
- The person who signs for a device is responsible for any damage to the item and may be required to pay for repairs or replacement at the discretion of Customer Care Management.
- A hold in the amount of repairs may be placed on your account. Until this amount is remitted, you will not be able to register for classes, access transcripts, graduate our use many other University services.
- We are aware that accidents happen. Let us know as soon as they do. If you can't return an item on time or it's been damaged, lost, or stolen, call us and explain the situation. Return any damaged equipment as soon as possible. We can work with you.

My signature below acknowledges that I have read, understand, and agree to the terms stated above. It also indicates that I understand that this agreement is binding and enforceable during the entire period in which I have the mobile device.

Student Name (Printed)

Student ID #

Student Signature

Date