

Graduate Studies Program
Departmental Provision of Loaner Laptop Computers

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Program Summary:

The Chemistry Department understands the financial impact a sudden computer purchase, or replacement may cause on the graduate student. With a goal to assist the graduate students in maintaining IT capabilities to perform adequately in their studies and employment roles, the department has created a laptop loaner program.

Equipment available for check out:

- Dell Laptop

Loaner equipment may be checked out for a specific amount of time not to exceed one academic term to give a graduate student access to equipment on a short-term basis for university business. Please note that this loaner equipment is not provided to function as replacement for existing equipment or for any other purpose. A limited supply of loaner equipment is available for check out on a first-come, first-serve basis.

Prior to checking out equipment, you must:

- Read and complete the [UVA Chemistry Equipment Loaner Program Form](#) acknowledging and accepting responsibility for the loaner equipment checked out to you.
- Be sure to fill out all the required information on the form.
- Confirmation that you are in good standing within the Chemistry Graduate Program and will be for the duration of the requested loan time period.
- Contact the Director of Graduate Studies or the Graduate Program Coordinator, if you have questions.

Equipment Loaner Agreement

The following agreement covers the terms and conditions of the Equipment Loaner Program.

The graduate student and the department volunteer to participate in the Equipment Loaner Program and agree to adhere to the applicable guidelines and policies. The graduate student understands that being part of the Equipment Loaner Program is not a graduate student benefit, entitlement, or right.

Duration: The department and the graduate student agree to the loaner agreement for a specified amount of time unless unforeseeable conditions require cancellation or extension. If cancellation is required, the graduate student will be contacted by the Chemistry Graduate Programs office at the first possible opportunity. If an extension is needed, the student will need to resubmit a Loaner Program Form.

Financial Responsibility: The graduate student must agree to accept full financial responsibility for the costs associated with repair and/or replacement of the loaner equipment if it is damaged, lost, or stolen. If the loaner equipment is damaged, lost, or stolen, the graduate student will be required to notify the Chemistry Graduate Programs Office immediately and work with Campus Police as deemed appropriate.

Purpose of the loan: The main purpose of the Equipment Loaner Program is to provide a more convenient way for a UVA Chemistry graduate student to use loaner equipment in their classes, GTA assignments, or other university business.

UVA Rules and Appropriate Usage: All Commonwealth of Virginia and UVA IT policies concerning appropriate usage of state resources apply to this agreement.

Technical Support: The graduate student must call the Chemistry Department ASCS LSP office if loaner equipment repairs are required. We are unable to guarantee the repair of loaner equipment within a specified time frame.

Sensitive Information: The graduate student will apply approved safeguards to protect UVA materials from unauthorized disclosure or damage. By UVA IT Security policy, no highly sensitive data is permitted to be stored on the laptop. The graduate student accepts responsibility for any information stored on the loaner equipment.

Equipment and supplies: The graduate student is responsible for transporting and connecting loaner equipment in the classroom where he/she teaches, if needed. The graduate student must take reasonable and prudent precautions to protect loaner equipment against damage, loss, or abuse while in the graduate student's care, custody, and control. Loaner equipment may be used for official State business only. Loaner equipment is serviced and repaired **ONLY** by UVA or their warranty providers.

UVA Liability: UVA will not be responsible for damages or losses that occur to the graduate student's personal equipment, software or data resulting from participation in this program or from equipment failure or other causes.

Computer Equipment Guidance and Care: Loaner equipment is for university-related business only. You may not use loaner equipment for unlawful purposes, personal use, or for work for other employers.

Equipment provided for the Equipment Loner Program must not be altered or added to in any way (e.g., upgraded processor, expanded memory, or extra personal software).

The graduate student should remove all files, including personal files, prior to returning the loaner equipment. UVA Chemistry will accept no responsibility for maintaining any files left on the loaner equipment upon their return.

Loaner Equipment no longer used by a graduate student should be returned as soon as possible. The loaner equipment should be returned in operable condition with all parts and accessories. Normal wear and tear on the loaner equipment is expected and will not incur a charge to the borrowing graduate student. If the loaner equipment is returned in damaged or inoperable condition, the graduate student's department may be charged for the full repair/replacement cost. IT Support Staff will check the condition of the loaner equipment after it is returned to verify that it is in the agreed upon condition.

Software used by a graduate student is subject to the same UVA restrictions on duplication and unauthorized usage as software used in the office. Only software with valid licenses should be loaded on the laptops. The graduate student is liable for any illegal software loaded on the laptop.

Exiting the Program: UVA Chemistry may end the graduate student's participation in the Equipment Loaner Program at any given time if the loaner equipment is not being used in accordance with this agreement.

The graduate student will be required to return the loaner equipment on the date specified. If the loaner equipment is not returned on time, the graduate student will lose the right to further participate in the Equipment Loaner Program.