



Sacramento City College West Sacramento Center

Notebook Computer Checkout and Use Policy

Requirements for Borrowing Notebooks

The Student must:

- be currently registered at Sacramento City College
- be 18 years of age, or have parental permission on file in the Lab
- have no “blocks” on student record
- present a valid/current SCC Student ID Card
- present a **current** Driver’s License, Government ID, or Passport (kept while notebook is checked out)
- sign an **SCC Notebook Computer Loan Agreement**
- be knowledgeable in the operation of laptop/notebook computers; staff do not offer assistance

Availability & Time Limits

Notebook computers are available:

- on a first come - first served basis; they cannot be reserved
- for a four-hour check-out period; renewal at staff discretion
- for check-out until ½ hour before office closing
- for use on the WSAC campus, inside the building

Renewals

- for a single additional 4-hour period during each day as office operational hours permit
- no renewal if there is a waiting list.
- no renewal if the laptop is late - you must bring it back to the Front Counter.

Borrowing Procedures:

- Present a valid SCC Student ID Card and a current Driver’s License, Government ID, or Passport. (Picture ID kept at office until Notebook is returned.)
- Sign the **SCC Notebook Computer Loan Agreement**.

Return Procedures:

- Return the Notebook no later than ½ hour before office closing
- Before turning off the computer, or closing the lid, save your work on a portable storage device, or e-mail it to yourself. Printing from Notebooks is possible in Lab 115.
- All user files will be deleted from the hard drive after re-boot.
- Return the Notebook directly to a Staff member for inspection and check-in. Allow at least 15 minutes for this procedure.
- Retain the “proof of return” receipt that you are issued. **Receipts are required for your protection;** they prove that you returned the Notebook.

Notebook Computer Checkout and Use Policy (Continued)

Fines, Replacement and Liability of Notebook Computers

- *Please note that fines and associated replacement costs of Notebook computers are high due to cost and high demand. The policies of SCC are consistent with the policies of other California community colleges.*
- *Never leave a Notebook unattended! You are responsible for the Notebook and accessories until they are returned to and checked in by WSAC staff. You will be billed if the computer is lost, stolen, or damaged.*

Equipment: The West Sacramento Center has 5 ASUS Netbook 1005 Eee PC's available for student checkout and use upon the campus grounds. Each Notebook is equipped with wireless networking capability and a battery. The battery lasts for approximately 7 hours, so no power cord is required. An external mouse and a DVD drive are also available for checkout, if needed. The Notebooks use the Windows XP operating system. Microsoft Office applications (2007), web browsers, and Adobe Acrobat Reader have been installed.

Wireless access (Internet and printing): The Notebooks can wirelessly access the Internet via the campus network from anywhere inside the building. Within the WSAC wireless access area, the Notebooks are able to print via the GoPrint system in Lab 115 at a charge of 10 cents per page.

Saving documents: Notebook users should save their work to a USB data storage device, as the Notebooks employ a special security measure that prevents permanent changes to the hard drive: **any file saved on the hard drive will be automatically erased when the Notebook is restarted.**

Notebooks may not be used to engage in illegal activities or to disrupt other users. Users agree to abide by West Sacramento Lab Policies and the Los Rios Statement of Ethics R-7831 (www.losrios.edu/legal/Regulations/R-7000/R-7831.htm) and Security (R-7871) as well as other local, state and federal regulations and laws that may be applicable.

Removal of a Notebook computer from the WSAC premises is strictly prohibited! Individuals who attempt to walk away with the Notebooks will be subject to criminal prosecution per Sections 484 (Misdemeanor Theft) or 459 (Felony Burglary) of the California Penal Code, respectively, and possible arrest by law enforcement.

You will be billed for any damaged or missing external components, such as batteries, external DVD drive, mouse, carrying case, etc.

Overdue fines are **\$10.00** per hour for the Notebook. Maximum fine is \$50 per checkout.

Damages will be assessed and you will be charged for the cost of repairs.

Replacement costs include:

- standard \$500.00 charge for the Notebook
 - processing charge of **\$100.00 (included in above)**
 - cost of individual accessories borrowed (DVD Drive = \$50.00) (included in above)
- overdue fines

Your respect for the equipment and the rights of other students is appreciated.