TECHNOLOGY LOAN AGREEMENT

☐ I understand the equipment (hardware and software) listed below is the property of Coastal Bend College Title V “Celebrando Educación” and is available for my use only when checked out.

☐ I am aware that each of the laptops is protected by Smart Shield; therefore, students should save all files to an external drive, i.e., USB flash drive.

☐ I may check out the equipment initialed below for up to 1 week at a time.

☐ I am solely responsible for the equipment. I agree to return the equipment IN PERSON by this date ________________.

☐ I will make sure the laptops are placed back in the cart in their assigned location and are re-connected to the cart so that they may be charged when not in use. I will connect the cart to the electrical outlet using the supplied surge protector.

☐ By signing this Technology Loan Agreement, I am solely responsible when in my possession. I will instruct my students on the proper use and care of this equipment and monitor them in order to decrease any chances for damage.

Printed Name of Instructor/Professor: ______________________________________________

Instructor/Professor Signature: ________________________________________________ Date: ______________

Title V Staff and Instructor/Professor: Check contents together for verification when checking out and checking in.
Instructor/Professor, please notify us of any maintenance that needs to be done on any of the equipment.

Out       In
☐ ☐ Mobile Computer Lab
            *25 Dell Vostro 3555 Laptops, Dell Laptop Cart, surge protector, 2 Master Locks ($22,357)
            *Software on each: Windows 7 Enterprise, Microsoft Office 2010, MacAfee, Adobe Reader, Java, Flash, & Smart Shield ($13,325)

☐ ☐ ____________________________
☐ ☐ ____________________________
☐ ☐ ____________________________

Office Use Only

Checked out by: ___________________________________________________________ Date: _____________

Checked in and inspected by: ________________________________________________ Date: _____________