



TECHNICAL SERVICES

Document # CHECK-OUT-0021
Checked out on 2019-10-23 14:46 PM
Due back on 2019-10-28 15:00 PM

From ITS Technical Services
Albany State University
2400 Gillionville road
Albany, Ga 31707
229-500-HELP
helpdesk@asurams.edu
To Lundy, Dontae D.
dontae.lundy@asurams.edu

Table with 5 columns: Item, Category, ITS #, Serial number. Row 1: Apple MacBook Air 13", Faculty Staff Loaners, ITS-04081, C1MQL5TDG944

Notes:

I understand that I am being issued Albany State University owned equipment to utilize as a student of Albany State University. As such, I acknowledge possession of and agree to use such for appropriate purposes on and/or off campus. I understand that I am responsible for the equipment issued to me and agree to care for the equipment in such a manner as to prevent loss or damage. I further agree and understand that:

Signature and date:

Handwritten signature: Dontae Lundy

2019/10/23 15:33

- 1) I will use the equipment lawfully and in accordance with Albany State University and the University System of Georgia technology and acceptable use policies
2) Prior to return, I will backup and store any of my files via another personal mean (flash drive etc)
3) Upon return, ITS will remove all data off of the hard drive
4) There is a strict return date for this equipment and I agree to return equipemnt by said date. Students returning equipment after the agreed date will lose equipment checkout privileges. First late return forfeits one month of privileges, second late return forfeits privileges for the semster, third late return forfeits all future checkout privileges
5) In the event of damage, loss or theft of equipment, I will notify the ITS division and may be required to reimburse ASU for the actual cash value of the equipment
6) ASU's Director of Technical Services will be solely responsible for determining the actual cash value, and I agree to accept the value placed on the equipment
7) I will not make any permanent marks on the equipment or open and tamper with any of the computer's interior/ exterior components
8) I will not download any unlicensed, illegal or pirated software on the equipment
9) Any data corruption or configuration errors caused by the installation of unauthrozied or illegal software may result in a loss of all data on the equipment
10) To fully cooperate with any property loss reporting requirments and with any property loss incident investigations