

POLICY TITLE: Multimedia Equipment Appropriate Use

STUDENTS

You agree to assume full responsibility for the proper care of this equipment and agree to be held accountable for costs due to neglect, mishandling, theft, loss or damage caused, and further agree to be responsible for its full replacement costs. Disregard for the return of equipment by the Required Return Date will result in, but not limited to, the loss of use privileges for 30 calendar days from the Actual Return Date, a hold placed on student records and registration, and monetary responsibility for equipment and/or administration fees. You understand and agree to abide by all rules pertaining to the checkout of this equipment.

FACULTY/STAFF

Faculty and staff of the University of Washington may use University-owned equipment in the performance of University duties. Equipment may not be used by faculty and staff for personal use (see University Handbook, Volume IV, Part V, Chapter 5, Section 2.A.6). Classroom use has first priority on all equipment. Laptops must be returned to Media Services in good condition with all personal software and files removed. Media Services does not accept responsibility for data/files left on the laptop after it has been returned.