

Loan Laptop Use- Statistics Dept.

In accordance with the agreement you have signed, you agree to take full responsibility for this laptop while it is issued to you.

- ✓ The User accepts full liability for loss, theft, or repair and component costs of the laptop. The costs will not exceed **\$2300.00**, being the full replacement cost of a laptop plus any processing costs.
- ✓ The issue period for a laptop is five days (**120 hours**). After this period the user must return the laptop to the Statistics Dept. Reception, and the reception will check the physical condition of the laptop. A deeper software & hardware level assessment will be done later. You are still liable for any harm done while it was in your possession.
- ✓ Fines for late return will be charged at the rate of **\$0.15 per minute**. (0.10 per minute for the laptop plus \$0.05 per minute for the charger.)
- ✓ Users must take good care of the laptop.
- ✓ Users must not leave the laptop unattended or give it to other students to return.
- ✓ If a laptop is found unattended, the user will be **banned** from borrowing a laptop until the end of the year or at least the end of current semester.
- ✓ Users must notify the Statistics Reception immediately if the laptop is lost or stolen. Email: office@stat.auckland.ac.nz
- ✓ Users must ensure they comply with data and copyright requirements.
- ✓ Users must **not** use or install licensed, unlicensed, malicious, or gaming software.
- ✓ Due to preventative maintenance, laptops will not be available during the Inter-Semester Break and Summer Vacation periods.

How to loan/renew laptops

1. Laptops are issued for 120 hours (incl. public holidays) to Those students whose supervisor/lecturer have approved loaning of the laptop to them through department.
2. User must physically come return the laptop within 120 hours to statistics department reception
3. If there is a little demand at the time, the user can be reissued the laptop by the reception. If there are others needing a laptop, they will be given priority.
4. Your use case needs to be still valid for which the permission to loan you the laptop is given by your statistics supervisor/lecturer. (For example to do programming during a statistics lecture)

Notes:

- The Statistics department Reception closes at 4.00pm. You will not be able to renew a laptop past this time.
- Renew your laptop and charger before the due time so that you do not incur overdue fines.

I agree with the terms and condition. My details are as below

Student Official Name: _____

Student Uni ID Number: _____

Student username: _____ Signature _____

Supervisor/Lecturer Name: _____

Supervisor approval signature _____

Or Office - GSC/GSA Approval _____

Date & Time of Lending: _____

Laptop Tag number: UOA _____

Returned Time and Date: _____

| | |
|--|---|
| | Physically looks fine. Sighted by: |
| | Software/hardware assessment. Carried out by: |