

Student Loan Laptops

Borrowing Conditions

- ✓ Currently enrolled ECU students only.
- ✓ Laptops are loaned during semester only. Loan laptops can be borrowed for one month. Short term loan laptops can be borrowed for one week.
- ✓ Return **in person to the Enquiries Desk from the campus you borrowed from** on or before the due date.
- ✓ Laptops are non-renewable.
- ✓ See or contact Library staff if you would like to place a hold on a laptop.
- ✓ Overdue fines of \$10.00 per day, capped at \$100.00.
- ✓ A bill for replacement will be sent to you if the laptop and/or accessories are not returned.
- ✓ The Library has the right to recall items you may have on loan, including laptops. **Please continue to monitor your student email and contact us if you have any queries about returns.**

Using the Laptop

- ✓ You must log into the laptop **BEFORE** leaving the campus otherwise you will not be able to use the laptop.
- ✓ Make sure you log out or shut down **BEFORE** returning the laptop.
- ✓ If you are using an Apple account you **MUST** log out of the account **BEFORE** returning the item.
- ✓ IT has configured this device for automatic updates, which will use your data download while off campus.
- ✓ You can only connect to ECU printers. The laptop is not configured to print to your home device.
- ✓ If you are experiencing technical problems you can contact the IT Service Desk:
itservicedesk@ecu.edu.au | 6304 6000 | visit the eLab in person
- ✓ **Any files that you have created and saved to the laptop will be erased on logout so ensure you save any files you have created to OneDrive, USB or email them to yourself.**

Responsibilities

- ✓ **Laptops must not be left unattended outside of your home. If they are, they will not be covered for theft or loss.**
- ✓ Return laptop, accessories and carry case in clean, undamaged condition. Laptop should be fully charged.
- ✓ You **MUST** notify Library staff of any issues you encounter.
- ✓ **In consideration of your access to the laptop and any of its accessories you agree that you will return them in the same condition when directed by the University or pay the cost of their replacement or repair. You are responsible for protecting all items from damage and theft. Failure to return an item or pay the relevant cost may prevent you from accessing your student results, borrowing any further items or graduating from University.**
- ✓ The University's Acceptable Use of Information Systems applies to Library laptops.

If you would like to leave feedback about this service please fill out the feedback form on our website:
<https://www.ecu.edu.au/centres/library-services/about/feedback-and-developments>

Contents

- ✓ Laptop and power cord
- ✓ Carry case with strap
- ✓ Powerbank (some models)
- ✓ Power cables
- ✓ Some laptops come with additional items