

**Library and Technology Services**  
**Long-term Loaner Computer Agreement**

This computer is provided to you for university-related use while you are a student at Lehigh. By accepting this computer, you are agreeing to the following terms of use. Please read these terms carefully and sign below.

- This laptop is the property of Lehigh University. To avoid Bursar charges, return it to the LTS Help Desk, Computer Repair, or STARS when you graduate or stop taking classes. Failure to return the laptop at the end of enrollment will result in a charge equal to replacement cost of the system.
- You are solely responsible for any data you keep on the computer. Lehigh University is not liable for any data loss resulting from hardware issues, loss, malware, theft or operating system failures.
- Do not use this computer to store Lehigh institutional or research data. If you need to store institutional or research data, bring it to Library and Technology Services for encryption.
- You must follow the terms and conditions specified in the *Acceptable Use of Computer Systems and Facilities Policy*.  
<https://its.lehigh.edu/services/explanation/policies-use-computer-systems-and-facilities-acis-policy>
- To avoid Bursar charges, maintain the laptop in good working order and report any hardware problems or damage promptly to Computer Repair Services
- Keep the laptop secure from Internet threats by using an up-to-date antivirus package and employing strong passwords. Contact the LTS Help Desk if you need assistance with this.
- Do not alter the original hardware of the laptop in any way.
- This laptop is for your use exclusively. Do not loan it to any other individual. You will be responsible for any damage to the device, or theft of the device, regardless of the circumstances.
- In the event of a hardware problem contact Computer Repair Services to arrange for any repairs. Do not use outside repair services.
- Loss or theft of the device must be reported immediately to Computer Repair Services. Reporting quickly maximizes the chances of recovering the device.
- The computer is only for your academic and personal use; commercial-related work is prohibited.
- At the start of the fall and spring semesters you be notified to bring the computer in for a hardware check and preventative maintenance. You must bring the computer to Computer Repair Services within 2 weeks in order to continue using it.

If you have any questions about your computer while it is in your possession, contact STARS (Student Technology and Repair Services) at 610-758-2666 or [stars@lehigh.edu](mailto:stars@lehigh.edu).

Computer model\_\_\_\_\_ Serial number\_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_

Print Name\_\_\_\_\_