

Saint Leo University provides a **free rental** of a Microsoft Surface 3 or equivalent device ("the machine") for each of its full-time undergraduate residential students. Students assume direct responsibility for care and maintenance of the machine just as they do for all room furniture and fixtures provided by the University.

1. Regular care and maintenance of the machine in accordance with the manual, standard backup procedures and virus scanning are the student's responsibility. Students can use a software package of their choice to backup documents and data files on a regular basis. The Student must back-up all files prior to bringing their device in for repair. In the event there is a loss of function, the University swaps out non-working components. If the storage device needs to be reimaged, the University will restore drive to its original (pre-delivery to student) condition, and student is responsible for restoring personal files, and any software he/she has added. The University provides a Microsoft Office 365 account that has 1TB (1000 GB's) of storage through Microsoft OneDrive for backup. **When there are repeat support visits for malware and virus related items, the University may remove administrator privileges from the student and their device. Student is responsible for learning how to avoid these items.**
2. Computer modifications, upgrades or tampering with parts or related components is not permitted. No trade-ins or upgrades are available through Saint Leo University. Students must pay for any damages incurred for any unauthorized upgrades or modifications to the Surface.
3. Repairs to the machine are covered under warranty for four years while enrolled as a full-time undergraduate residential student at Saint Leo University, when normal wear and tear is involved. Turnaround for repair typically is 1-3 business days. If repair takes longer than one week, a loaner machine will be provided upon request. To request a loaner please call the Help Desk at 352-588-8888 or come to the UTS walk-in area during the open hours of operation. If the University or vendor determines that the computer has been abused in any manner, the student must pay for the full cost of repairs. Repairs to the LCD display (monitor and connections) and keyboard are very expensive. No battery replacements are available for the Surface.
4. The student is responsible for the value of the machine if lost or stolen. The current value is \$900 for a Surface. Students should utilize their family's homeowner insurance policy for coverage or select another insurance option, because the College insurance does not cover the machine. One such option, National Student Services, Inc., is the premier student personal property insurance provider in the United States; visit <http://www.nssi.com> for more information. The student is liable for any damage due to misuse or theft. We strongly urge students to purchase a lock-down kit at the bookstore and to always use it. The machine should never be left unattended in an unlocked area.
5. I understand that I am receiving a loaner machine. Upon leaving Saint Leo University housing either voluntarily or involuntarily (withdrawing from the University or should the student cease to live on campus for any reason **including** graduation), the student is responsible for returning a fully working machine with all accessories. Failure to return the computer will result in a \$250 non-refundable late fee added to the student account, plus the cost of the device. Device is automatically due back within 3 days of the student leaving the University (if you are enrolled and signed up for housing for the fall, your machine may be taken home over the summer). No machine will be accepted more than two weeks after the due date. Failure to return the device will result in student being charged its full cost

By signing this form, I agree to all terms set forth in this document. I also understand that I am responsible for the machine if it is lost or stolen. I also acknowledge that I must immediately return the machine and all of its accessories to UTS should I leave Saint Leo University residential housing and upon graduation.