



SAN FRANCISCO
STATE UNIVERSITY

Behavioral and Social Sciences
Computing

**College of Behavioral and Social Science
User Agreement and Release Form
For All Checkout Equipment**

This is a legal document between you and the owner of this EQUIPMENT, the College of Behavioral and Social Sciences at San Francisco State University. Please carefully read the terms and conditions of this User Agreement, which govern your use of the EQUIPMENT. You may not possess this EQUIPMENT until you have read and accepted the terms of this User Agreement and Release Form.

GRANT OF LICENSE: The College of Behavioral and Social Sciences at San Francisco State University grants you the personal, non-exclusive right to use this EQUIPMENT (such as EQUIPMENT, projectors, digital cameras, etc.) for the duration of your contract term with the College. **The unit should be use for educational and research purposes only. The use of the unit for extensive personal endeavors is strongly discouraged.**

In addition, the User should notify us if the unit will be use on or off campus. Upon the entrustment of the EQUIPMENT into your care, the User assumes the responsibility and liability of the EQUIPMENT. The User agrees to return the EQUIPMENT on the scheduled or arranged date of return.

SUPPORT AND UPDATE: The User must ask for permission to install any device or software on the EQUIPMENT, such as the laptop. ***The User can only install software if he/she has the license. Do not uninstall or erase any programs or files that were originally in the laptop.*** In addition, the User must ask for permission before changing any system settings or otherwise notify the technical person when the unit is returned. The User should contact us at once if there is any technical and physical problem with the EQUIPMENT.

We are not responsible for any lost files caused by the physical damage of the machine. All files and E-mail that are saved on the laptop will be erased. In addition, the User is responsible for any long distance charges for dial up Internet connection.

LIABILITY: While under the responsibility of the User, the User is fully responsible for any thief or physical damage of the EQUIPMENT and may be held accountable for the replacement of the EQUIPMENT. The User needs to make sure that all cables and parts are returned with the EQUIPMENT. The User is also responsible for keeping the EQUIPMENT clean and in good condition upon return to the College of Behavioral and Social Sciences. The User cannot lend the EQUIPMENT to anyone without notification and permission from the BSS Computing. (NOTE: If the User lends the EQUIPMENT to another person without prior permission, the User is still held accountable and responsible for the replacement of the EQUIPMENT.) *Failure*

to report the loss of the unit or failure to return the unit will result in a possible police investigation.

TERM: This Agreement will terminate upon the termination of your contract with the College of Behavioral and Social and Sciences at San Francisco State University. Upon such termination, you must promptly return the EQUIPMENT and all of its parts and peripherals to the *BSS Computing Department* in *HSS 38*.

OWNERSHIP: All rights to the EQUIPMENT are the property of the College of Behavioral and Social Sciences at San Francisco State University. Your use of the EQUIPMENT is subject to the laws of the United States and California, and nothing in this Agreement constitutes a waiver of the rights of San Francisco State University under such laws.

I have read and understand this information and agreement. Failure to follow the policy and procedures in this agreement or break any of the agreement will result in the user's right to change out any unit will be under review.

Please PRINT Name

Contact Phone Number

Email

Faculty/Staff Signature

Date

