

Student Checkout of CEAP Assets Permission Form

This form is to be used only for checkout of assets to a WCU student to support university-related activities.

Student Name: _____ Student 92#: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Catamount E-mail: _____

University Related Activity for items: _____

Date checked out: _____ Date to be returned: _____

WCU Tag # of item(s) checked out: _____

In checking out this equipment, I agree to abide by all the following policies:

1. These technology assets are only to be used for tasks to support university-related activities. Other use is unauthorized and any consequences are solely the responsibility of the person that checked out the asset.
2. Technology assets designated for checkout for university-related activities are to be checked out only in cases of demonstrated need that have been approved by the Director of Fixed Assets Management.
3. If the university-related activities include the recording of video OR the live streaming of video in a school, the student and supervisor must follow all policies of the local school and school district with respect to the video recording of minors. Signing below indicates that the student and supervisor have ensured that all local school and school district policies regarding recording video in the classroom are met.
4. Technology assets checked out with this form may not leave the United States
5. The student will be held liable for technology assets that are damaged, lost, or stolen through the student's neglect or willful act. This includes components, cables, and other peripheral items included on the asset's inventory. Charges for the repair or replacement of technology assets returned in such a condition will be added to the student's account with the university. This does not cover all possible consequences of damaged, lost, or stolen technology assets that are checked out to a student.
6. The student will abide by all computer use policies established by WCU.
7. In the case of loss, damage, or technical problems with the items, the student will contact IT Services and not attempt to service the item by himself/herself or with a third party.
8. Students will not be given administrator access to computers; any software needed for the university-related activities will be pre-installed.
9. Technology assets must be checked in as soon as possible once they are no longer needed for the completion of the university-related activities. Technology assets must be checked in by the last day of the semester in which they were checked out. The asset must be returned immediately if requested by the unit head or Director of Fixed Asset Management. If the student leaves the course, research project, or other activity that required the asset, the student must immediately return the asset.
10. The student must immediately return the asset if any of these policies are violated.

Student Signature: _____ Date: _____

Controlling Unit Head Signature: _____ Date: _____

(If video in schools is to be made) Univ. Supervisor Signature: _____ Date: _____

Office Use Only

Date Returned: _____ Controlling Unit Signature: _____