Loaner Agreement Rules and Guidance

Device Security

- All use must comply with CUNY policies, including the Acceptable Use of Computer Resources policy.
- Do not leave your device in a vehicle.
- Do not loan your device to anyone.
- Each device has an identifying barcode label placed there by CUNY. Under no circumstances should you modify, remove or destroy these labels.
- You must immediately report lost or stolen equipment to the college IT department, and to college Public Safety, if instructed to do so.

Information Security

- Do not leave your device unsecured.
- Do not store personal information (about yourself or others) on the device. Use CUNY-provided cloud storage or USB storage for all of your files.
- Do not share your password with anyone. You are responsible for your individual accounts.
- All copyright issues regarding software, information, and attributions of authorship must be respected.

Device Care

__Important note – this device is CUNY property__.

- Do not write, draw, paint, place stickers/labels or otherwise deface your device or its case.
- Do not eat or drink while using the device, as liquids and debris may damage the device.
- Do not keep food, drinks, or food wrappers in the same bag as the device.
- Do not use force when inserting or removing cords, cables, and other removable storage.
- Do not expose the device to extreme temperatures (hot or cold), or direct sunlight for extended periods of time, as it will damage the device. If the device has been in a cold environment for a long period of time, let it warm up in room temperature before using it.
- Never put weight on top of the device.