



ST. LOUIS COLLEGE OF PHARMACY
NOTEBOOK INITIATIVE
STUDENT RESPONSIBILITY AGREEMENT

You are being granted the permission to use this computer during your enrollment at the St. Louis College of Pharmacy, but it remains the property of the College. Please make sure you are familiar with all policies surrounding the computer being issued to you.

I have received training and Notebook Program information. I fully understand my responsibilities in conjunction with the use of the notebook. By signing this document, I agree to:

- Abide by St. Louis College of Pharmacy's *Technology and Electronic Information Acceptable Use Policy (AUP)*.
- Act in accordance with all policies and procedures of the St. Louis College of Pharmacy Notebook Program.
- Comply with all applicable copyright and licensing laws and regulations when gathering and/or sharing information using the computer. I will provide proof of ownership, certificate of authenticity, and/or license information when requested.
- Adhere to the software license agreements for all applications installed on the computer.
- Not sell, lease, loan, or otherwise grant anyone else use of the computer.
- Promptly inform the St. Louis College of Pharmacy in the case of theft, follow all applicable reporting procedures, and take responsibility for any replacement costs.
- Promptly take the computer to Room 4221 Whelpley if damaged, and pay any costs if incurred.
- Limit any hardware additions to external peripherals only. I will not upgrade or replace any internal components.
- Back up my data regularly to external storage or the H drive. I understand the College is not responsible for any loss of data.
- Bring the computer in for its scheduled check-ups each semester.
- Return the computer in good working condition at the end of the three-year cycle.
- Return the computer in good working condition if my enrollment status is terminated for any reason. I understand that the use of this computer is based on my continued enrollment at the St. Louis College of Pharmacy. Failure to return the computer and all accompanying issued components immediately upon the conclusion of my enrollment will lead to financial penalties, further collection efforts, and possibly, criminal action.

Failure to meet these responsibilities may result in disciplinary actions, including registration holds, fines, exclusion from the student notebook program, and other actions as established by the St. Louis College of Pharmacy.

Print Your Name: _____ Student Number: _____

Student Signature: _____

All policies are subject to change. Notification of any changes will be sent via campus e-mail, and will be posted on the St. Louis College of Pharmacy Website. Updated policies will replace any previous statement or agreement. Please contact the Help Desk at Ext. 5555 for policy clarification if necessary.